

ROBERT SMITH

Sr. Business Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Business Associate with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and the collaborative environment on which your company prides itself.

CORE COMPETENCIES

CPR And First Aide Certified.

PROFESSIONAL EXPERIENCE

Sr. Business Associate

ABC Corporation - 2015 – 2016

Key Deliverables:

- Responded efficiently to the patient and doctors needs and inquires.
- Resolved patient complaints Patient scheduling Organized and presented financial arrangements to patients.
- Coordinated with insurance companies to promptly ensure claims are paid.
- Completed bank deposits, revenue posting, and invoice processing.
- Processed collections, account receivable,ran analyze management reports.
- Demonstrated excellence working on a wide range of projects and situations New venture development, working to develop new and novel technologies.
- Assist clients in decisions regarding the repair and upgrade of their classic vehicles.

Business Associate

ABC Corporation - 2010 – 2015

Key Deliverables:

- Successfully developed and executed the accounts receivable processes for the new line of business of outpatient retail pharmacy with an annual revenue cycle of \$16 million.
- Responsible for balancing cash receipts and preparing bank deposits.
- Reconciled bank statements and insurance remittance advices.
- Verified the accuracy of all billing information before electronic adjudication or manual claim submission.
- Worked with third-party payers in re-processing billings and resolving collection issues.
- Assisted Financial Analyst with the customization of various financial reports for month end close.
- Verified and submitted revenue reports to Corporate Accounting to assure accurate and timely month-end close..

EDUCATION

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- Master of Science - (University of Phoenix - Phoenix, AZ)