

COMMISSION SPECIALIST

Skills

- BUSINESS ADMINISTRATOR
- Project Manager
- Data Entry
- Business Manager
- Performance Analyst
- Results-focused, goal oriented, Business/Financial analyst with extensive experience in the business, nonprofit and health care sectors. MBA graduate with a focus on project management and administration. Superior analytical and quantitative skills with proficiency in data entry, Access, Excel, Crystal Reports and various statistical software.
- Research & Analysis
- Leadership & Supervision
- Program/Policy Development
- Data Entry
- Process Improvement
- Financial Cost Modeling
- Report Writing
- Clinical Forecasting
- Trending & Troubleshooting
- Software & Tools: MS Office 365 (Access, Excel, Outlook, PowerPoint, and Word), SharePoint, Visio, Sage ACT, Fastrax POS, Crystal Reports, Lotus Notes, Microsoft Expressions, IMA software, Stars software, QuickBooks, SPSS, GNU PSPP, Microsoft Dynamics.
- Advanced Access and Excel, including building databases, creating forms, pivot tables, t-tests, and standard deviations.

Experience

Commission Specialist Jan 2016 to Current

Company Name - City , State

- Posts over 300,000 dollars in commissions each month.
- Reviews and processes commission statements from 15 insurance carriers per week.
- Posts all commissions with a 99 percent accuracy.
- Processes adjustments to correct commission errors and/or discrepancies.
- Analyses Excel spreadsheets with thousands of lines of revenue for consistency.
- Performs monthly reconciliation of cash to the general ledger which is used to calculate the monthly commission payments.
- Interacts with a variety of brokers and departments in Salesforce.
- Enters over 10 new service lines of coverage and completes 20 tasks per week in Salesforce.
- Inputs or adjusts 20 to 200 commission payment splits in proprietary commission system per month for biweekly revenue distribution.

Business and Healthcare Instructor Jan 2015 to Jan 2016

Company Name - City , State

- Increased student enrolment by 20% year over year.
- Improved graduation rate in MA program by 25% with average GPA of 3.0.
- Assisted placement of 100 students in employed positions as medical assistance, medical coders and IT technicians.
- Edited 100 resumes for consistency, accuracy and relevancy.
- Taught 125 students in a year data entry, Excel, PowerPoint and Word.
- Improved accuracy of Stars Database by 10%.

Client Specialist Jan 2014 to Jan 2016

Company Name - City , State

- Attained positive treatment goals for 50 residents over a course of two years above the average.
- Provided data entry and documentation for 110 case files, both in hard copy and with proprietary database.
- Networked with over 15 different agencies during tenure, coordinating positive outcomes via long-term goal planning.
- Coordinated medical treatment for over 50 clients, including the update of charts while working with corporate compliance.

Coordinator and Grant Writer, Indiana Chapter Jan 2009 to Jan 2012

Company Name - City , State

- Achieved federal grant eligibility for corporation, the first time for the local chapter.
- Coordinated 10 teams of 5 in research documentation, data edited research reports.
- Developed 15 reports in Word on research outcomes for Chief Executive Officer.
- Developed detailed year end budget report for company facilitating sound financial management for the next year.
- Complied data in Excel and processed financials for 4 grant proposals.
- Networked via email and conference with 10 team leaders and various team members on a daily basis.

Pharmacy Tech & Assistant Case Manager Jan 2005 to Jan 2008

Company Name - City , State

- Processed 25 hospital discharges, including proper documentation with PHI and corporate compliance.
- Verified proper documentation for 30 clients while coordinating with record management.
- Improved billing efficiency by 15% reducing medical insurance claims denials.
- Processed 20-25 insurance claims per day, including data entry of claims into hospital EHR.
- Processed 100 prescriptions per day with an accuracy of 99.8%.
- Down stocked 500 prescriptions during course of employment.
- Researched 40 charts for applicable documentation, updating as necessary and reporting effective results to management.

Education and Training

MBA , Business Administration 2012 IONA COLLEGE - City , State Business Administration
Financial Accounting*Operations Management*Quality Management*Quantitative Management

MA , Public Policy 2011 SUNY EMPRIE STATE COLLEGE - City , State Public Policy Policy
Implementation*Qualitative Methods*Quantitative Methods*Business Compliance
Relevant coursework: advanced Excel, Access, PowerPoint, Word, Project, Visio, Salesforce, data entry, quantitative tools, innovation management, risk disaster, ambulatory care management, total quality management, operations management
Relevant concepts:*business capability analysis*data entry*marketing analysis*Balance Scorecard*SWOT analysis*root cause analysis*Microsoft office*mind mapping*process modeling*stakeholder list*Pareto charts*decision modeling

Skills

ambulatory care, Analyst, Balance, billing, budget, charts, Crystal Reports, clients, Data Entry, databases, Database, documentation, email, financials, Financial, Financial Accounting, Financial analyst, financial management, focus, Forecasting, forms, general ledger, grant proposals, innovation, insurance, Leadership, Lotus Notes, MA, marketing analysis, MBA, medical assistance, Access, Microsoft Dynamics, Excel spreadsheets, Excel, Microsoft office, MS Office, Outlook, PowerPoint, SharePoint, Word, Modeling, next, Operations Management, pivot tables, Policy Development, POS, Processes, Process Improvement, process modeling, project management, Quality Management, QuickBooks, Report Writing, reporting, Research, research reports, Sage, sound, SPSS, Supervision, total quality management, Troubleshooting, Visio