
Sean Carver

Chandler, AZ 85249

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Summary

Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills. Strong work ethic, multitasking, and desire to take on new challenges. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- | | |
|--------------------|----------------------|
| • Java | • Python |
| • SQL | • HTML |
| • Microsoft Office | • Billing Software |
| • Google Suite | • Team Collaboration |

Experience

11/2020 - Current **Data Pro Billing Services** – Chandler, AZ

Insurance Billing

- Pull weekly reports from mental health/substance abuse facilities to create and organize patient information into spreadsheets.
- Use spreadsheets to create and submit 300 claims weekly.
- Created new form to organize patient insurance information for verification of benefits.
- Collaborated with fellow team members to manage large volume of claims.
- Assisted claimants, providers and clients with problems or questions regarding claims.
- Organized information by using spreadsheets, databases or word processing applications.
- Called insurance companies to ascertain pertinent information regarding policies and payment benefits for patients.

08/2018 - 05/2019 **Fry's Marketplace** – Chandler, AZ

Courtesy Clerk

- Packaged or bagged purchases and assisted customers with in-vehicle loading.
- Assisted with price checks, go-backs, and replenishing supplies.
- Oversaw collection shopping carts from parking lot to maintain clean, organized area.

Education

Expected in
12/2024

W.P Carey School of Business, Arizona State University Tempe, AZ
Bachelor of Science: Computer Information Systems

Leadership Experience

- Voted team captain for Rocket League team at Chandler-Gilbert Community College.
- While team captain I arranged schedules for practices, registered the team for national tournaments, and met with the esports coordinator regularly to discuss league commitments.