

# TRENTON SCHNEIDER

trentonschneider@gmail.com • 404-218-9178  
www.linkedin.com/in/trentonschneider

## EXPERIENCE

---

### **CorVel Corporation**

**2012 – Present**

#### ***Provider Data Supervisor***

- Install and setup PC workstations and software for new employees
- Assist employees with PC hardware and software issues
- Supervise, train, and lead employees
- Interview, hire, and train new employees in CorVel's Medcheck Software and give them the skills they need to successfully complete assignments
- Manage several databases to ensure medical and worker's compensation bills are expedited properly and effectively
- Scan and upload contracts and documentation
- Analyze and track cases, bills, customer updates, spreadsheets, and word documents to ensure company, customer, and geographic policies are complied with; this includes HIPAA protected information
- Evaluate and verify the accuracy of new medical provider contracts and addendums in order to accurately maintain databases
- Complete annual performance evaluations for employees
- Act as a main point of contact for the department

### **Bethesda Softworks**

**2011 – 2012**

#### ***Quality Assurance Tester***

- Tested game software to ensure quality and identify issues and defects
- Worked with PC, iPhone, iPad, and gaming consoles for The Elder Scrolls V: Skyrim, Rage, Rage Mobile, Brink, Dishonored and Doom 3 BFG games
- Maintained optimal functionality of PC hardware

### **High Point University**

**2010 – 2011**

#### ***Media Services***

- Evaluated the needs of campus constituents and recommended hardware and software
- Maintained and tested media equipment to ensure that it was in proper working condition, including digital cameras, video cameras, projectors, printers, audio recording equipment, photocopiers, scanners, etc.
- Coached and trained students, staff, and faculty on the effective and proper use of media software and technology, including software such as Audacity, Adobe Photoshop, and Final Cut Pro, and hardware such as digital cameras, photocopiers, and projectors
- Facilitated the production of all incoming requests for the scanning and printing of photos, documents, posters, and marketing materials on-campus

### **High Point University**

**2010 – 2010**

#### ***Information Technology***

- Analyzed technical problems and provided necessary maintenance on Windows/Mac desktop computers and laptops, Smart Boards, Projectors, and video/audio systems in order to repair hardware and software in a timely manner
- Organized and cataloged equipment for faculty, staff, and students

## EDUCATION

---

### **High Point University**

*Bachelor of Arts in Game and Interactive Media*

**August 2006 – May 2011**

### **J Sargeant Reynolds Community College**

*Career Studies Certificate in Network Fundamentals*

**January 2013 – May 2014**

## TECHNOLOGY

---

Strong knowledge of Windows 7, Windows 8, Windows XP, Windows 10, OSX, PC and Mac hardware, iPhones, iPads, video/audio systems, modern A/V equipment, Smart Boards (i.e., Interactive Whiteboards), HTML, and Apple's iWork and iLife suites, Microsoft Office, Adobe Creative suite, Final Cut Pro, Audacity, printers, scanners