

Insurance Coordinator / Manager Assistant Insurance Coordinator / Manager Assistant Insurance Coordinator / Manager Assistant - Imagix Dental Cumming, GA Practical, perceptive, and ambitious with outstanding skills in data analysis, report preparation, risk management, financial reconciliations, budgeting, tracking expenditures, customer service, and steering corporate and regulatory compliance. Excellent skills in creating and maintaining spreadsheets to extract, maintain, and organize vital financial information. Able to assess company operations to optimize risk mitigation, competitive positioning, and process improvement opportunities. Able to leverage analytical, logical reasoning, and strategic planning skills to protect an organization's financial health and stability. Highly respected for attention to detail and deadlines, integrity, and a team player work approach. Unwavering commitment to ensuring confidentiality of sensitive files and documents. Outstanding blend of problem solving, root cause analysis, troubleshooting, organizational, and critical thinking skills. Able to plan, coordinate, and support forward-moving efforts across multiple initiatives concurrently.

Work Experience Insurance Coordinator / Manager Assistant Imagix Dental 2017 to Present Spearhead administrative functions including billing, insurance verification and processing, patient ledgers, daily deposits, and alignment of lab statements with received lab items. Maintain up-to-date patient account information, schedule patient appointments, and verify accuracy of insurance policy information.

Fraud Analyst Bank of America 2012 to 2017 Methodically investigated customer transactions to flag or identify suspicious activity and prevent financial losses including fraud. Steered risk management by identifying, assessing, and evaluating customer spending patterns. Critically analyzed trends to determine risk and minimize losses for financial institution. Responded to inquiries, requests, and problems related to potential credit card fraud.

Computer Operations Technician Bank of America 2011 to 2012 Supported and maintained seamless data center operations by closely monitoring applications, event consoles, physical systems, tape backups, batch jobs, and controls. Managed over 100 customer accounts and simplified daily checklist to boost efficiency by 20%. Proficiently troubleshoot and maintained infrastructure consisting of 40+ servers, 80+ workstations and 20+ laser printers.

Lead Custom Protection Officer G4S Secure Solutions 2009 to 2011 Promoted after one

year to supervise security team and safeguard property, employees, and visitors from crimes, emergencies, and accidents. Prepared detailed reports on accidents, incidents, suspicious activities, safety/fire hazards, and other security-related concerns or situations. Custom Protection Officer Patrolled designated areas, permitted authorized persons to enter property, and closely monitored entrances and exits to prevent theft and other crimes. Investigated accidents, incidents, and/or suspicious activities, prepared associated reports, and warned violators of infractions such as loitering, smoking, or carrying forbidden articles. Front End Web Developer / Production Manager Anderson-Taylor 2004 to 2009 Performed website development and design via XHTML, HTML and CSS, updated existing web pages, and communicated frequently with clients to ensure constant satisfaction. Directed, supervised, and motivated team of two web designers and two web developers. Streamlined client billing by creating spreadsheet to accurately track client data and projects. Infantryman / Unit Armorer United States Army 2000 to 2004 Assumed accountability for 800 soldiers and equipment valued at \$5M+. Resourcefully assembled Master Authorization List to achieve continuous accountability and transparency of assigned weapon system. Education Associate of Applied Science in Computer Programming Chattahoochee Technical College Military Service Branch: United States Army Rank: E4

Name: Monica Washington

Email: leroygamble@example.net

Phone: 8548597652