

Eligibility Specialist Eligibility Specialist Eligibility Specialist - Conduent/FSSA Fort Wayne, IN I am looking for a challenging position that will utilize my 8 years of customer service experience as well as my years of data entry experience. I am familiar with Windows software, including Word, Excel and Powerpoint. Work Experience Eligibility Specialist Conduent/FSSA - Fort Wayne, IN 2010 to Present Review public assistance applications and identify required client data. ? Communicate with clients in the data collection process. ? Review the case information and prepare it for case disposition by the state consultant. ? Maintain production and quality goals. Database Administrator Omnisource - Fort Wayne, IN 2008 to 2009 Enter customer information for all business locations. ? Update and maintain customer database. ? Obtain W-9 tax information from vendors and maintain information in JD Edwards. Executive Administrative Assistant Wabash Alloys - Wabash, IN 2005 to 2008 Compile data and create reports for corporate meetings. ? Maintain the daily hedge. ? Work with traders in updating and maintaining their customer database. Data Entry Clerk Midwest Industrial Metal - Huntington, IN 2004 to 2005 Maintain routers for components in Fabritrak system. ? Pull blueprints from Autocad. ? Print setup sheets for production work orders. ? Maintain receivables in Fabritrak system. ? Use of Peachtree payroll software as needed. Education Indiana Business College 1990 Madison Grant High School 1987 Skills Medicaid, Scanning Assessments Critical Thinking Highly Proficient August 2019 Using logic to solve problems. Full results: [https://share.indeedassessments.com/share\\_assignment/lglhr6r4yq7b1yen](https://share.indeedassessments.com/share_assignment/lglhr6r4yq7b1yen) Problem Solving Highly Proficient August 2019 Measures a candidate's ability to analyze relevant information when solving problems. Full results: [https://share.indeedassessments.com/share\\_assignment/jthi6iszemwdwzkq](https://share.indeedassessments.com/share_assignment/jthi6iszemwdwzkq) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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