

Elena Stevanoska

Personal Info

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Experience

Ice Cream Scooper - 05/2016 to 09/2016

- Monitored amounts of all ice cream flavors and replaced when depleted.
- Operated cash register, taking payments and issuing receipts.

McDonalds Worker – 06/2018 to 09/2018

McDonald's Germany – Zimmern

- Ensure food safety standards are being followed;
- Prepare food according to the burger chain specifications.

Assistant at Notary Office – 10/2019 to 03/2020

- Developed and maintained courteous and effective working relationships.
- Carried out day-day-day duties accurately and efficiently.
- Identified issues, analyzed information and provided solutions to problems.


Medical Biller / Healthcare Division at TASKFORCE – 11/2021- present


- Perform posting charges
- Perform completion of claims to payers
- Process claims
- Resolve denial instances
- Do medical reviews


Highlights

- Ability to Work in a Team
- Communication Skills
- Strong decision maker
- Time Management
- Adaptability
- Good manners

Education

 **High school Diploma** – Josip Broz Tito 09/2012 to 06/2016 Bitola

 **Bachelor's Degree** – Faculty of law – St Kliment Ohridski University Bitola 09/2016 to 11/2020

 **Master's Degree** in Criminal law and Criminology – Faculty of law –St Kliment Ohridski University Bitola 12/2020 to 04/2022

Courses

- Gender equality – Training course in Eğirdir Turkey.