

Christine Uphill

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Professional Summary

A talented and dedicated data entry specialist with a demonstrated ability to input, and manage data with a high degree of accuracy. Having excellent organizational skills and multi-tasking ability. Able to quickly learn new tasks and techniques as well as being an excellent communicator who works well within a team and as an individual.

Now looking for a data entry position with a dynamic company.

Core Qualifications

- Typing Speed of 70 wpm
- Data Entry Speed of 11,000 kph
- Experience in data reporting and inventory management
- Proficiency in Word, Excel, Power Point, Access, Outlook, FACETS, Adobe Acrobat and Mac operating systems

Experience

Personal Assistant

Odbert Enterprises

06/2011 - 07/2013

Portland, Oregon

- Entering and managing financial data in Excel.
- Completing paperwork regarding health insurance, social security, financial assistance, and private disability insurance.
- Securing prior authorizations for medical treatments and prescriptions.
- Assisting client during doctor visits and medical treatments.
- Making phone calls to health care providers and insurance representatives on client's behalf.
- Completing administrative tasks including faxing, filing and composing correspondence.

Staff Assistant

Standard Insurance

08/2009 - 06/2011

Portland, Oregon

- Entering data and performing accuracy checks on data entered.
- Sorting, proofreading and mailing outgoing checks.
- Providing customer service to annuity clients and brokers.
- Processing incoming checks and funds.
- Conducting Internet research.
- Composing correspondence.

Billing and Eligibility Specialist

ODS Companies

05/2008 - 06/2009

Portland, Oregon

- Setting up new customer records in database.
- Entering eligibility and payment data.
- Preparing and mailing of monthly invoices and employer reports.
- Working with group administrators to enroll employees and ensure the accuracy of eligibility data.
- Reconciling accounts on a monthly basis.
- Providing customer service in a call center environment.

Shop Assistant

King Cycle Group

03/2004 - 05/2008

Portland, Oregon

- Entering all shop production, efficiency and merit system data.
- Reporting and management of production data.
- Forecasting and scheduling shop production.
- Conducting month and year end material inventory.
- Creating forms and memos.
- Faxing, filing and performing general administrative duties.

Eligibility Verification Specialist

02/1997 - 06/2003

Regence BlueCross BlueShield

Portland, Oregon

- Entering eligibility and plan participant information.
- Managing marketing supplies.
- Developing supply inventory system.
- Providing customer service.
- Utilizing electronic medical records to expedite medical and dental claims.
- Assisting department with clerical tasks.
- Preparing, auditing and mailing plan proposals.