Cover Letter:

Over fifteen years' experience working with computers. Posses’ analytical skills, as well as sound problem solving skills and research skills. Proficient with organization and detail oriented. Excellent customer service skills and work well with fellow employees.

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Raelene Michelle Bashaw

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Objective:

Desire a position that will permit me to grow within a company along with developing new skills and use the skills I already possess.

Work Experience:

Claims Analyst

Jan 22, 1996 to September 18, 2009

Employer: Healthnet

Manager: Sue Serna

Tigard, Or

Responsibilities:

Responsible for knowing all medical plans, contracts, and member’s benefits in order to pay claims accurately. Knowledge in medical terminology, ICD-9, and CPT codes. Researching information, making provider calls, and making independent decisions on complex claims issues.

ER Admitting Clerk

Sep 30, 2001 to Jul 30, 2002

Employer: Woodland Park Hospital

Manager: Carol

Portland, OR

Responsibilities:

Responsible for checking in patients, getting, inputting and organizing information. Working with a variety of staff to give the best care for patients. Working in a very fast paced, intense environment and still perform multiple tasks under pressure.

Trust Operations

Jan 10, 1995 to Dec 31, 1995

Employer: First Interstate Bank

Manager: Debbie

Portland , OR

Responsibilities:

Responsible for posting entry's into the system in a timely and accurate manor. Balancing, running computer cut checks, answering phones, and assisting with statements. Also, responsible for assisting in backup for Batch Desk Clerk in batching and balancing the work for the data entry staff.

Education:

September 6, 1990 to June 14, 1994

Reynolds High School

Graduated with High School Diploma

September 06, 2007 to December 07, 2009

University of Phoenix

Associates of Arts in Business

Currently working on last credit to receive Degree

June 24, 2010 to Present

Portland Community College

Associates of Applied Science in Computer Information Systems Network Administration

Currently enrolled and should graduate March 2014.