

Brittany Xaythavone

LEHI, UTAH
(385) 235-4647
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Skills

- HIPAA Awareness
- Microsoft Word
- Microsoft Excel

Experience

July 2022 - Present

Conduent, Utah – *Data Entry Associate*

- Determines the work-item type of documents for BlueCross BlueShield
- Uses 10-key touch to input customer and claim information
- Peer reviews documents for accuracy

August 2020 - July 2022

Sabaidee, Utah – *Dishwasher*

- Sanitized dishes and workstations
- Prepared takeout orders
- Operated as a fry cook

May 2017 - January 2018

Fresh Market, Utah – *Produce Clerk*

- Prepared and packaged produce to sell
- Sanitized workstations and produce stands
- Operated the juicer to make and package orange juice

Education

August 2014 - April 2020

Utah Valley University, Utah – *Computer Science (ABET Accredited)*