

Lewis, C.

Christi A. Lewis

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Seeking a position where I can utilize my experience and education, while continuing to improve and expand my abilities.

Work Experience:

Claims Team Leader at Arkansas Blue Cross & Blue Shield, Little Rock, AR, July 2021-current

- * Communicating and training team members on resolution updates and new inventories.
- * Answering questions & troubleshooting processes across eleven inventories across four lines of business (Embold, BANA, BARB, Tyson)
- * Suggesting changes/updates to resolutions, when applicable.

Instructor of Adult Learners - Arkansas Center for Montessori Studies, June 2017-current

- * Following a curriculum to present lessons in science and biology
- * Creating lessons, lectures, and assignments to teach art, music, and PE
- * Assisting with student records

Claims Specialist IV - Arkansas Blue Cross & Blue Shield, Little Rock, AR, May 2016-July 2021

- * Meeting claim filing speed and accuracy standards on a monthly basis
- * Working eleven inventories across four lines of business (Embold, BANA, BARB, Tyson)
- * Suggesting changes/updates to resolutions, when applicable.

Dispensing Optician - Benton Eyecare Clinic, Benton, AR. March 2015-April 2016

- * Assisted patients with fit and feel of glasses
- * Maintained a large frame inventory
- * Worked with external frame/lens vendors
- * Verified and filed insurance
- * Schedule management

Recall and Backup Technician - Bryant Eyecare Clinic, Bryant, AR. October 2014-March 2015

- * Performed pre-exam work up and post exam testing
- * Schedule management
- * Trained replacement

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Lower Elementary Lead Teacher - Chenal Valley Montessori School, Little Rock, AR. January 2010-May 2014

- * Designed, implemented and analyzed the efficiency of K-3 curriculum
- * Taught peripheral subjects (art, music, PE, etc)
- * Trained new employees
- * Assisted with the office work (filing, billing, payroll, scheduling)
- * Created, coordinated, & managed school wide fundraiser, including vendors, food, tickets, door prizes, volunteers, and childcare.

Prior Professional Experience:

- *Head Cashier at Old Navy, Little Rock, Arkansas. August –December 2009.
- *Barista/CSA at Hastings Entertainment, Benton, Arkansas. June 2007-August 2008.

Volunteer Experience:

Mixed Level (K-9) Troop Leader - Girl Scouts Girl Scouts Diamonds of AR, OK, & TX, Little Rock, Arkansas. September 2019-current.

- * Plan/lead meetings with 10-15 participants
- * Troop Cookie Manager handling \$16,000 of cookie sales, inventory, booths, and finances
- * Analyzing sales and searching for/resolving discrepancies

Service Unit Product & Cookie Co-Manager - Girl Scouts Diamonds of AR, OK, & TX, Little Rock, Arkansas. August 2021-current.

- * Communicating product information updates to Service Unit members and Troop Leaders
- * Approving the troop and service sales entries into an online system.
- * Accounting for and distributing individual and troop prizes.

Education:

Master of Science in Disaster Preparedness & Emergency Management earned at Arkansas State University, Jonesboro, Arkansas, in December 2018. GPA: 3.80

Age 6-12 Elementary AMS Montessori Teaching Certificate earned at Mid-America Montessori Teacher Training Institute, Omaha, Nebraska, in May 2013 through the pilot online program.

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Bachelor of Science in Interior Design earned at the University of Central Arkansas, Conway, Arkansas, in August 2010. Minor in Biology with an approximate GPA of 3.25.

High School Diploma earned at Bryant Public Schools, Bryant, Arkansas, in May 2003. General studies program, graduated 6 of 450 students with a GPA of 4.06.

References:

Melanie Terrell-Redd, FEP Business Analyst, BCBS. 501.590.0510 (ext. 21730)

Sharhonda Abernathy, BANA Claims Supervisor (former team lead), BCBS. 501.502.1190 (ext. 21190)

Tess Castillo, BANA Claims Specialist IV, BCBS. 501.244.6334 (currently on leave)

Carla Elmore, UAMS FGP Compliance. 501.944.1331

Bill Elmore, pastor/UAMS data entry. 501.944.1661