352 Hillside Avenue Tel: 860 830-5018

Hartford, Ct. 06106 [Millie71953@gmail.com](mailto:Millie71953@gmail.com)

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**OBJECTIVE:** Seeking a full time position where I can utilize strong customer service, abilities to assist clients,

Consistently demonstrate proficient data entry skills, utilize knowledge of insurance billing & self pay collections, maintain confidentially in a professional manner, Bi-Lingual

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**RELEVANT WORK EXPERIENCE:**

2010 U.S. CENSUS Hartford, CT. 2010-2010

*Enumerator*

. Intake information name, date of birth, number of household living at set address

. Travel to set address given on info sheets

. Return completed survey to team leader

Hartford Medical Group West Hartford, Ct. 1997-2009

*Receptionist*

. Patient intake, discharge, collections and account reconciliation.

. Insurance update ,record-keeping and troubleshooting.

. Heavy phones, customer service and records management.

Westwood Imaging Avon, Ct. 1995-1997

*Billing Specialist*

. Submitted client claims, processed billing and payments

. Answered all calls related to billing and undertook collections.

. Heavy telephones and customer service.

Accurate Diamond Abrasions Hartford, Ct. 1988-1995

*Administrative Assistant*

.prepared payroll, monitored and reconciled accounts payable.

. Prepared paperword for shipping and receiving.

.Heavy telephone and customer service.

. Human Service

Jefferson X-ray Hartford, Ct. 1986-1988

*Collections*

.Heavy customer contact for collection of outstanding balances.

.Worked out payment arrangements with clients.

.Maintained records of all clients assigned to me for collections.

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EDUCATION:

. Greater Hartford Community College one year-Business 1973

. Hartford Public High School Graduate 1972

**HONORABLY DISCHARGED VETERAN**