| Therea Patrick |
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| 1498 Stanley St. New Britain, CT 06053 860-357-2977 THEREAPATRICK@YAHOO.COM |

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| Objective | An administrative position that offers flexibility and career advancement. A position that utilizes my organizational skills as well as my ability to work well with people. |
| Experience | Intake Coordinator  October 2007-September 2009 Connecticare, Inc. , Farmington, CT   * Supported nurse case managers with membership enrollment. Identifying high risk members. * Maintained membership database with private/sensitive member medical information. * Outreach to membership to determine eligibility. * Facilitated departmental meetings. |
|  | Call Center Clerk/Receptionist  January 2003-October 2007 Connceticare, Inc. Farmington, CT   * Supported department managers/staff with administrative duties. * Managed reception area, greeting and assisting visitors and guests. * Facilitated departmental meetings. |
|  | Provider Services Representative  February 2002-January 2003 Connecticare, Inc. Farmington, CT   * Assisted provider community with membership enrollment benefits. * Facilitated inquires regarding medical claims and benefit inquiries. * Maintained accurate database with membership/provider information. |
|  | Sr. Medicare Member Services Representative/Mentor  February 1999-February 2002 Connecticare, Inc, Farmington, CT   * Assisted members with enrollment, benefit and claim inquiries * Maintained accurate database with membership information. * Maintained pharmacy database issuing appropriate pharmacy overrides for membership. |
| Education | Paier College of Art, Hamden, CT  August 2011- Present   * Interior Design |
| Military | 1981-1991 U.S. Army Reserves  Medical Lab Technician  Desert Storm Veteran |
| References | References are available on request. |