**Edwin Torres**

2892 Main Street, Apt 24 Springfield, MA 01105

Tel: (413) 210-2057 E Mail: edwintorres773@aol.com

**PROFILE**

Driving and motivated Health Claims Specialist. A resent school graduate skilled in preparing, submitting, and processing medical insurance claims. Proficient in coding, billing procedures, preparing fee and payment schedules, office procedures, and customer service.

**SKILLS**

|  |  |  |
| --- | --- | --- |
| * CPT/ICD-9/HCPCS Coding | * Medi-Soft Simulated Billing & Coding | * Billing Forms CMS-1500, UB-94 |
| * Medical Terminology | * Microsoft Office 2007 | * Office Procedures |
| * Coder’s English | * HIPAA Guidelines | * Excel 2007 |
| * Contracts UCR | * Customer Service | * Business Mathematics |
|  | * CPC Review |  |

**EDUCATION**

**Branford Hall Career Institute, Springfield, MA***, Health Claims Specialist Certificate* **2010 -2011**

**Westover Job Corps, Chicopee, MA,** *Graduated (GED)* **2001-2002**

**EXPERIENCE**

**City of Springfield (DPW),** *Recycling Enforcement Coordinator* **2008-2010**

Posted of bills, money paid and co-payments., Analyzed Trash Containers for regulation, distributed recycling bins, number count of recycling bins per household, prepared recycling flyers, stored data Route numbers and of violations on Microsoft office, mailed and copied second and third violations, meetings with all the coordinators of Massachusetts to discuss ways to improve recycling in the sectors, Answered multiple phone calls, and confirmed recycling bin deliveries.

**Stop & Shop, Springfield, MA,** *Produce clerk*  **2008-2008**

Rotate, filled, cut, and washed all produce on the shelves, Disposed of rotted produce, maintained floors, clean and safe from paper or trash. Customer service

**US Armed Forces: (Navy),** *Worked as an Equipment Operator*.  **2002-2007**

Pay grade: E-4, would cycle equipment, bus runs to and from airport, bus runs to and from Camp Shelby. Water run in 2000 gl. water truck, Fuel runs in 1800 gl. Truck, Dump truck runs of sand to 4 inch minus Corey work, supervised 9 individuals for licenses, prepared food for 625 member at field exercise, and disaster relive during Hurricane Andrew and Katrina

**Awards**

**Branford Hall Career Institute, Springfield, MA 2011**

* *President’s Award and**Director’s Award: High GPA*