KESHAUNA M. BURWELL   
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Objective:   
To obtain an entry level position in which I can grow professionally and   
obtain stability as a Health Claims Specialist.   
  
Skills:  
Microsoft Office XP  
Medisoft   
Type 30 WPM   
ICD9, CPT Coding   
Medical Anatomy and Terminology  
Strong Math Skills  
Customer Service Skills  
  
Education:   
Branford Hall Career Institute   
April 2009   
Springfield, MA   
Certificate: Health Claims Specialist   
  
Springfield Technical Community College   
Fall 04 - Spring 05  
Springfield, MA   
Major: General Business   
  
Experience:   
Phylogic Billing   
April 2009-May 2009   
Springfield, MA   
Branford Hall Externship   
  
Patient account analysis   
Responsible for logging and filling batches   
Accountable for filling, faxing paperwork, and processing mail   
Entered demographic information in patients accounts   
Processed, and printed EOB's for resubmission of claims   
  
  
Springfield Parking Authority   
Feb. 2008- July 2008  
Springfield, MA   
Cashier   
  
Responsible for customer service and satisfaction   
Maintained cleanliness of various work sites and offices   
Operated cash register, handled cash and credit transactions, and money   
management   
Trained new employees regarding company policies and procedures   
  
  
Liberty Tax Corp.   
Jan. 2006 - April 2007  
Springfield, MA   
Receptionist   
  
Responsible for answering phone inquiries   
Responsible for faxing documents, filling paper work and organizing   
folders   
Processed cash and check deposits   
Scheduled appointments for tax preparation   
Accountable for customer service, customer satisfaction, and   
trouble-shooting   
  
  
References available upon request