

## **Vianca Y.A.Rodriguez**

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### ***PROFESSIONAL PROFILE***

A motivated, fast learning individual looking to apply my knowledge and skills to a professional company. To be used as a great asset and gain career within the company.

### ***EDUCATION AND HONORS***

LYONS TOWNSHIP H.S. | Graduated date : 06/2006

#### **General Education H.S. Diploma**

EVEREST COLLEGE | Graduated date : 02/2008

#### **Medical Assistant Diploma**

RICHARD J. DALEY | Graduated date : Pending

#### **General Studies**

### ***WORK EXPERIENCE***

INSURANCE NAVY | Job Title : Insurance Agent | 12/11 - Present

- Quoting & Sales.
- Marketing & Customer Service.
- Assisting in Underwriting notifications and Claims.

LOYA INSURANCE | Job Title : Customer Service Rep- Ins Agent | 06/2010 - 11/2011

- Sales and Customer Service.
- Insurance Verification and Marketing.
- Underwriting, Assisting in Claims, Second in Command.

TREE OF LIFE H.C. | Job Title : Medical Asst/Receptionist | 08/2008 - 06/2010

- Scheduling Patients & Assisting in Therapies.
- Maintaining track of office inventory, Copays, Insurance Verifications.
- Assisting in Claims, EOBs, & Coding.

### ***COMPUTER SKILLS***

- 52 wpm
- Proficient in Microsoft Office Programs.