

# Douglas Bell

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<b>EDUCATION</b>	<b>SUNY Stony Brook University</b>	Stony Brook, NY
	Computer Science	Fall 2014
	Bachelor of Science degree expected May 2016 Relevant Courses: Database Design, Software Engineering	
	<b>Suffolk County Community College</b>	Brentwood, NY
	Liberal Arts	2012-2014
	Associate's Degree	
	<b>West Islip High School</b>	West Islip, NY
	Regents Diploma with Honors	2002-2006
	Relevant Courses: Graphic Design, Advertising	
<b>TECHNICAL SKILLS</b>	HTML, CSS, JavaScript, Photoshop, Java, Microsoft Office Suite	
<b>BUSINESS EXPERIENCE</b>	<b>Catholic Health Services of Long Island</b>	Melville, NY
	<b>Clerk I</b>	2010-2014
	<ul style="list-style-type: none"><li>• Created and maintained a complex Microsoft Excel spreadsheet to track and reconcile all bank deposits for hundreds of physicians within the CHSLI network.</li><li>• Processed all incoming Electronic Funds Transfer and Electronic Remittance Advice files from Medicare and Medicaid within Epic, a newly implemented patient accounts system.</li><li>• Maintained contact with numerous affiliated practices to ensure that all money belonging to these practices was properly forwarded and posted in their respective systems.</li><li>• Opened, sorted, and scanned all mail for over 20 affiliated physician practices.</li></ul>	
	<b>The Scotts-Miracle Gro Company</b>	Long Island, NY
	<b>Merchandise/Counselor</b>	2007-2009
	<ul style="list-style-type: none"><li>• Assured company presence in various Home Depot and Walmart locations across Long Island.</li><li>• Maintained product stock and organized shelves while assisting customers with Scotts-Miracle Gro brand products.</li><li>• Held counseling sessions intended to educate customers and promote company products.</li></ul>	
	<b>Catholic Health Services of Long Island</b>	Bay Shore, NY
	<b>Clerk I</b>	2007-2008
	<ul style="list-style-type: none"><li>• Assisted in posting insurance payments to patients' accounts in the hospital's accounts system.</li></ul>	