

Raheem Richardson

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A Billing Specialist with five years of experience, specializing in accounting, billing procedures,accounts receivable (AR), and process improvement, A proven track record of leading initiatives to automate billing processes and enhance organizational effectiveness.

Education

Bachelor of Science (BK)
Accounting
University of Miami, Miami, FL
September 2013 - May 2017

Key Skills

- ◆ Billing Operations
- ◆ Accounting
- ◆ Data Analysis
- ◆ Accounts Receivable (AR)
- ◆ Process Improvement

Professional Experience

Billing Specialist
Miami Dental Insurance Co.,Miami, FL | May 2018 - Present

- Oversee billing processes for a premiere dental insurance company, retrieve and analyze customer account information, resolve billing discrepancies,and coordinate with dental practices to review invoices and ensure accuracy
- Identify billing discrepancies across five dental practices and uncover inaccurate charges impacting 30+ customers, resulting in over \$40K in overcharges
- Field inquiries from customers regarding copays, insurance coverage, and premiums

Billing Specialist
PaperForBusiness Inc., Miami, FL | May 2017 - May 2018

- Created, monitored, and delivered invoices for a paper distributor valued at \$10K-\$30K,fielded inquiries from client businesses on pricing and billing
- Identified aging and delinquent customer accounts,coordinated with clients to resolve payment issues,and eliminated over \$15K in aging AR