

Nika Wyrick

Dallas, TX 75223
nika.wyrick@gmail.com
3187541452

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Unit Secretary

UT Southwestern Medical Center - Dallas, TX
October 2017 to January 2019

Unit secretarial work involves standard administrative responsibilities, such as answering phones, making copies, scheduling appointments and maintaining supplies. Additionally, unit secretaries admit patients, administer and maintain patient records, break down medical charts for record keeping and coordinate billing.

Patient Service Representative

CareNow - Mesquite, TX
January 2017 to August 2017

Assisted patients with all aspects of insurance billing resolution or payments and documented any information or conversations related to patients account.

Customer Service Rep

Etan Industries - Dallas, TX
February 2016 to January 2017

Inbound and outbound collections for time Warner Cable, processing payments and reconnecting cable services

Appointment Setter

WESTERN DENTAL CENTERS - Lewisville, TX
January 2015 to September 2015

Responsibilities
Set dental appointments for residents in the state of California.

Customer Service Representative

iQor - Richardson, TX
September 2013 to December 2014

Responsibilities
Verifying insurance, in contact with government for market place policies, inbound call center, Medical Insurance Inbound call center

Customer Service Representative

VCS Inc. - Dallas, TX

August 2010 to April 2013

Responsibilities

Inbound customers service, Greyhound contract, billing,claims,refunds

Human Resources Specialist

City of Dallas, TX - Dallas, TX

March 2007 to June 2010

Education

High school or equivalent

Skills

Call Center, Customer Service, Front Office, Front Desk, Hospital, Scheduling, Filing, Receptionist, Microsoft Excel, Billing

Certifications/Licenses

CPR

March 2017 to March 2019