



ADRIANE MOORE

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326 SILVER CREEK DR, DUNCANVILLE, TX 75137

PROFESSIONAL SUMMARY

To establish a long term career with advancement opportunities in a growing organization.

SKILLS

- Word, Excel, Outlook, PowerPoint, MS Office, etc.
- Medical Terminology
- Self-motivated
- Excellent written and oral communication
- Account management
- Data entry
- Payment processing
- Insurance verifying
- Team leadership

WORK HISTORY

CUSTOMER SERVICE SPECIALIST

06/2014 to 06/2018

MEDIFAST

- My duties were to answer inbound calls, enter client orders, provide program and product information, and process payments
- Assisted clients with completion of menus appropriate for specific dietary requirements.
- Determined individual nutrient and energy requirements for specific patients with specific lifestyles and medical concerns.

CUSTOMER SERVICE /PHARMACY ASSISTANT

10/2007 to 02/2014

MEDCO HEALTH SOLUTIONS

- My duties were to answer incoming calls from customers, pharmacies and hospitals explaining prescription coverage.
- Processed incoming drug orders.
- Determined proper course of action for claims processing.
- Posted and adjusted payments from insurance companies.

CREDIT ANALYST

08/2006 to 08/2007

NEIMAN MARCUS

- My duties were to review and process credit card applications and approve new accounts.
- Answer inbound calls increasing credit limit guidelines and identifying credit bureau scores.
- Update customer credit information and process customer name and address changes.

PATIENT SERVICES/ DIETARY AIDE

08/2001 to 05/2006

LENNWOOD NURSING AND REHAB | Dallas, TX

- Educated patients about therapeutic nutrition, ingredients selection, food prep and meal planning.
- Assisted patients with completion of menus appropriate for specific dietary requirements.
- Assisted patients by transporting food trays and aiding with feeding.

EDUCATION



Diploma

DAVID W. CARTER HIGH SCHOOL



Certification/Nurse Aide

NURSE AIDE ACADEMY



Business Administration/ Associates Degree

CEDAR VALLEY COLLEGE