

Ashlii Branch
702 Bermuda ave
Lancaster TX 75146
214-253-3628
ashlii2branch@yahoo.com

04/27/2018

Dear Hiring Manager,

I'm applying for a position at your company. Based on the posted description, I'm confident that I am fully qualified for the position and will be a strong addition to your team. I would appreciate a job interview at your earliest convenience. Please find my resume attached.

I can be reached at the number above or at my email address.

Sincerely,

Ashlii Branch

Ashlii Branch

702 Bermuda ave Lancaster TX 75146
214-253-3628 • ashlii2branch@yahoo.com

Medical Assistant

Experienced professional seeking to fill a Medical Assistant position.

Key Qualifications

- Assisted in the training of new customer service representatives and associates
- Performed market research surveys on customer needs and requirements
- Answering customer inquiries, problem solving, and providing detailed information

MS Word Advanced MS Excel Outlook Typing skills - 65wpm
CPT Codes
ICD-9 and ICD-10 codes

Work Experience

Customer Service Representative
Maximus

Aug 2015 to Mar 2017

- Scheduling appointments for patients, Physician consultations, and phone inquiries observing all HIPPA laws
- Electronically processing patient paperwork for clinical needs
- Compile records and maintain database

Customer Service Representative
United Healthcare

Aug 2013 to Aug 2015

- Being professional when conversing with patients, doctors, and insurance representatives etc.
- Maintained compile records and database
- Worked with MS Word, and Excel

Customer Service Representative
WageWorks

Present

- Excellent written and verbal communication skills, with an eye for detail
- Extremely productive in a high volume, high stress, environment

- Proven ability to grasp product knowledge and relay product information in a concise but potent manner

Education

Associates

Aug 2008 - July 2010

Westwood School of Technology

- Graduated with a 3.0 GPA.
- CMA
- CPR

References

Available upon request.