**LaSondra D. Davis**

**1543 Sunny Meadows Rd**

**Lancaster, TX 75134**

**682-667-6109**

**Sondrill2005@gmail.com**

**Objective:** Enthusiastic individual seeking to obtain a career where I can best utilize my knowledge and skills.

**Education:**

**Navarro College- Waxahachie, Texas**

Licensed Vocational Nursing Certificate

Expected Graduation: August 2019

**Cedar Valley College- Lancaster, Texas**

Associates of Science Degree

Graduation: May 2018

**Remington College- Fort Worth, Texas**

Pharmacy Technician Diploma

Awards: President’s Honor Roll (Medical Terminology)

Graduation: November 2006

**Lamar High School- Arlington, Texas**

General Studies Diploma

Graduation: May 2005

**Administrative Skills and Certifications:**

Texas All Lines Adjusters License, BLS CPR, AED, and First Aid Certification

Microsoft Excel, Outlook, McKesson, Word, Rumba, Burgess Pricer, EWM, IBM, DRG, APC and ECHS, Type 60 WPM, Customer Service, ICD9, ICD10, 10 Key

**Professional Experience:**

*HealthSmart* – Irving, Texas May 2014- Present

Claims Examiner

• Claim processing of large commercial and government accounts within a 15-day turnaround.

• Coordination of benefits between Other Insurance and Medicaid (HMO, PPO, MA)

• Determine/ correct reasons for claim non-adjudication

• Coordination with internal departments for claims resolution.

*Aetna Insurance* – Arlington, Texas

Claims Benefits Specialist July 2012- May 2014

• Interpretation and accreditation of provider’s contracts.

• Obtain prior authorization and eligibility information.

• Process and rework adjustments claims that were over or under paid using APC and DRG pricers.

• Contact physician’s office regarding billing or on behalf of member.

*Sprint-Nextel*- Fort Worth, Texas June 2011- July 2012

Technical Support (IPhone, Blackberry)

• Assist customers with basic functionality of phones

• Advanced troubleshooting of device and network issues.

• Escalate Network outages to appropriate department managers.

• Assist businesses with the setup of IMAP and POP email accounts on their employee’s phone.

*Novo 1*- Fort Worth, Texas September 2010- June 2011

Agent (Blue Cross Blue Shield)

• Assisted persons who were new to Medicare with the selecting and enrollment into a Medicare Supplement Plan.

• Explain how Medicare works to persons who are ageing into Medicare

• Gave general overview of each plan.

• Ran patient’s prescriptions through the drug calculator to see which plan would be most cost effective.

*Biomat USA*- Arlington, Texas June 2009- September 2010

Phlebotomist Verify donor match with chart.

• Setup PCS2 machines as well as prep vein for venipuncture.

• Perform successful venipuncture using aseptic technique.

• Successfully collected plasma and whole blood samples.

*Medco Health*- Fort Worth, Texas September 2007- June 2009

Pharmacy Service Representative

Duties:

• Assisted patients with ordering prescriptions.

• Obtained prior authorizations from doctor’s office.

• Setup shipment and tracking of patients prescriptions.

• Determine reasons why prescriptions could not be processed.