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| **Erica** Johnson  2608 Sunflower St · (318) 801-0687  Ericajohnson941@gmail.com |
| Seeking a career position within a company where professional experience education and abilities  Would be an advantage to the growth of this company as well as myself. |

# Experience

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| 01/2008 – PresentClinic Access Rep 1, St Francis Medical Center Check in and check out patients, ensure that all data entry is accurate, including demographic and financial information for each account. Verify insurance for authorization of service, collect all co-payments and balances, communicates directly with patients and families, physicians, nurses. |
| 05/2012 – 08/2015loan document processor, JPMorgan chase Collected and verified clients financial data and compiled it into a loan application for approval,  Sorted collateral files received, scanned barcodes on collateral files with hand held scanner, filed documents in alphabetical and numerical order. |

# Education

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| 04/2010GED, Northeast louisiana learning center |
| 06/2010General studies, La. delta community college Maintained Average GPA 3.5  Enrolled in RN Medical Courses |

# Skills

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| * Excellent knowledge of MS office and its applications * Capable of typing 40t words per minute * Great customer service skills | * Excellent communication skills over the phone and in person * Professional appearance maintained at all times * Capable of multitasking and working in high pressure situations. |

# Activities

Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.