





Minas Barsoum

CONTACTS

 3211 Suncrest Drive,
 Danville, IL.
 217-516-0594
 minas.barsoum12@gmail.com
 <https://minasbarsoum.github.io>

EMPLOYMENT HISTORY

- Jan. 2019 – Jan. 2020

Family Practice Medical Center – Danville, IL

Medical Billing Clerk

 - Handled the medical billing and coding.
 - Processed the patient payments.
 - Handled the insurance reimbursements.
 - Reconciled patient payments with insurance reimbursements.
- Nov. 2015 – Dec. 2018

FedEx – Champaign, IL.

Package Handler

 - Handle the ground packages & scanning.
 - Assist the new hires in handling the ground packages.
- Aug. 2015 – Nov. 2015

Parkland College – Champaign, IL.

Front Desk Clerk

 - Monitored the computer lab.
 - Helped the student with the computer applications.
 - Handled the advisors' appointment scheduling.
 - Handled the phone call inquiries.
- Jun. 2015 – Jul. 2015

Family Practice Medical Center – Danville, IL

Medical Billing Clerk

 - Handled the medical billing and coding.
 - Processed the patient payments.
 - Handled the insurance reimbursements.
 - Reconciled patient payments with insurance reimbursements.
- Jan. 2014 – May 2014

Carle Clinic – Danville, IL.

Front Desk Volunteer

 - Welcomed the patients and directed them to related department.
 - Handled the patients inquiries.

TECHNICAL SKILLS

R	●●●●●○○
Excel	●●●●●○○
PowerPoint	●●●●●○○
Word	●●●●●○○
Credit Life Cycle	●●●●●○○
Risk Management	●●●●●○○
Risk Analytics	●●●●●○○

PERSONAL SKILLS

Analytical Skills	●●●●●○○
Problem Solving Skills	●●●●●○○
Presentation Skills	●●●●●○○
Leadership Skills	●●●●●○○
Communication Skills	●●●●●○○
Fast Learner	●●●●●○○
Hard Worker	●●●●●○○
Team Player	●●●●●○○
Self-Motivated	●●●●●○○

EDUCATION

- Aug. 2017 – Dec. 2020

Bachelor of Art - Major in Economics, Minor in Leadership

University of Illinois – Champaign, IL.
- Aug. 2014 – May 2017

Associate of Science - Major in Business Administration

Parkland College – Champaign, IL.

LANGUAGE SKILLS

English	●●●●●○○
Arabic	●●●●●○○