

# NICHOLE HOLMSTEDT

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## PROFESSIONAL SUMMARY

Enthusiastic new graduate that is eager to step into the world of Information Technology. I recently graduating college with my bachelor's in software development, so I am ready to step into the field with the skills learned from college and throughout all of schooling. Ready to learn and grow with a company.

## SKILLS

- Ability to build webpages
- Microsoft Office
- Critical thinking
- CSS
- HTML5
- Information Technology
- Microsoft Office
- MySQL
- Oracle
- Safety
- Claims review
- Customer service
- Verbal and written communication
- Good listening skills
- Detail-oriented

## WEBSITE, PORTFOLIO, PROFILES

- <https://nicholeholmstedtportfolio.com/>
- [www.linkedin.com/in/nichole-holmstedt-b36915186](http://www.linkedin.com/in/nichole-holmstedt-b36915186)

## WORK HISTORY

**Claims Processor** / Principle Choice Solutions - Omaha, NE / 01.2006 - Current

- Contracted by the Veterans Affairs, I process hospital bill claims for veterans and military personnel.
- This job requires analytical thinking, attention to detail, and computer competence.
- Maintained confidentiality of patient finances, records and health statuses.
- Managed large volume of medical claims on daily basis.
- Evaluated accuracy and quality of data entered into agency

management system.

**Claims Processor** / Signature Performance - Omaha, NE /  
01.2006 - 01.2019

- Contracted by the Veterans Affairs, I processed hospital claims for veterans and military personnel.
- This job required analytical thinking, attention to detail, and critical thinking.
- The learning of multiple applications was required for this job and is constantly updating.
- Signature Performance joined with Principle Choice Solutions in June of 2019 and I transitioned to do the same job at Principle Choice Solutions at this time.
- Maintained confidentiality of patient finances, records and health statuses.
- Managed large volume of medical claims on daily basis.

**Disputes and Claims Specialist** / PayPal - Vista, La / 01.2004 -  
01.2018

- Disputes and Claims Assisted customers with basic account management and account changes.
- Assisted customers in payment transactions.
- Assisted customers in filing for disputes.
- Ensured customers knew what was going on with their accounts when they called in about it.

**Patient Attendant Technician** / Nebraska Medical Center -  
Omaha, NE / 01.2001 - 01.2018

- Assisted nurses by watching their patients by video monitoring or by being in the room with a patient.
- Ensure patients keep all IV's and any other line or Critical thinking CSS Filing HTML5 JavaScript Claims review tube in.
- Ensures patients safety when walking by themselves or assisting them when they try to walk.
- Interacted effectively with patients, families, staff and other hospital department staff to deliver high level of customer service and teamwork.

**Lead and Home Associate** / JC Penney - Omaha, NE / 01.2008 -  
01.2016

- Assisted the general manager by responding to some manager calls he couldn't get to right away.
- Proficient in handling the cash exchange between customers and the safe.
- Coordinated with customers when they had issues and found the best way to handle the situation a customer was having with a different associate.
- Perfected the store at night by making sure everything was in the correct place.

## EDUCATION

Metropolitan Community College - Omaha, NE

Bellevue University - Bellevue, NE / 08.2020

**Bachelor of Science:** Software Development, General Education