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Objective : I want to get a challenging and innovative job in the Medical field or Customer Service according to my ideas and skills, which helps me to learn and to grow professionally. I also want to improve my knowledge and professional skills in the upcoming technologies and to achieve such a position which worth according to my experience and knowledge.

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November 2006-February  
2019

Logos Medical Supply

Philadelphia, Pa

### **Medical Biller/Customer Service/Orthotic Fitter**

I was given data from there I would code it and use it to compile and submit claims to insurance companies and then subsequently bill patients.

Working directly with insurance companies, healthcare providers, and patient to a claim processed and paid.

Reviewing and appealing unpaid and denied claims. Verifying insurance coverage. Answering patients' billing questions.  
Handling collections on unpaid accounts. Managing the facility's Account Receivable reports.

Made Sure that medical braces, prosthetic limbs, arch supports and other medical devices properly fit patients by using equipment to help mold and alter the devices to the patients specifications.

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April 2000-October  
2005

Old Navy

King of Prussia, Pa

### **Move Coordinator/Logistics**

As a Move Coordinator/Logistics expert I took charge of merchandise handling for the store

Maintaining a well-stocked and meticulously organized stock room.

We followed proper receiving and processing procedures. Also communicate staffing requirements to leadership team members, and ensure stock rooms meet standard risk management.

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July 1998-April 2000

McDonald's

King of Prussia, Pa

### **Shift Leader**

I worked with the other store management to manage people, product, equipment service and cleanliness during an assigned shift.

As a shift leader, I touched every part of the business. From the front counter to the grill

Made sure that my shift ran smoothly and our customers were satisfied with our service.

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### **Education**

May 13, 2013

ATI Orthotic Fitter School

Atlanta, Ga

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### **References**

References are available upon request