

# Unique Brown

93 Sunnyside Dr Clermont, FL 34711

| Phone: (407) 575- 3828 | Email: udavila39@gmail.com

---

## **Professional Summary:**

Patient care coordinator and insurance authorization seeking entry level position. Eager to take on and face new challenges and opportunities for professional growth and advancement.

## **Professional Skills**

Excellent Interpersonal & Oral Communication Skills, Exceptional Attention to Details, Organized, Ability to work in a team environment or independently, Fast learner, Adaptable, Multitasking Abilities & Focus. Proficient with Microsoft word, Excel, and Powerpoint.

## **Education**

**St. James Academy**, Graduated 2010

High School Diploma

## **Professional Experience**

### **True Dental- October 2016- November 2017**

#### **Clinical Care**

- Setting appointments for patients
- Contacting and Processing patients insurance and payments
- Helping management and facility assistance
- Provide detailed billing information
- Data entry and registration

### **CVS Health Specialty Pharmacy- April 2016- October 2016**

#### **Patient Care Coordinator**

- Set deliveries for patients on specialty medications
- Specialize in Oncology
- Handle prior authorization
- Insurance verification
- Data entry and process billing information
- Enter clinical information

### **Aon Hewitt (Ranstad, temp.)- August 2013- April 2016**

#### **Customer Service Rep.**

- Helped with 401k accounts
- Provided former employee with their account information
- Processed loan rollovers
- Educated employees with how 401k works and stock

- Medical FSA Health Reimbursement Account
- Helped patients with benefit reimbursements
- Ability to define problems, collect data, establish facts and draw valid conclusions