**Johntel Sigle**

**Auburn, WA**

[**johntel1991@gmail.com**](mailto:johntel1991@gmail.com)

**253-212-2764**

I have several years of customer service experience. I am determined and dedicated to working hard and being there on time every day. When it comes to my experience skills and abilities I bring it to any company I am employed by. I show that I am valuable to a company through my hard work and determination in everything I do.

Highlights-7+ years in Customer Service

Work well in a high pressure environment. Managed over 10 workers in retail

Skilled in computer software and programming. Self-starting, goal-oriented strategist Whose Confidence, Perseverance and vision promote success and

Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets quality of work.

**WORK EXPERIENCE**

**Patient Service Representative**

**MERIDIAN HEALTH SERVICES - Seattle, WA**

**March 2017 to January 2018**

answer phones, speak to patients about their bill, go over Explanation of benefits, speak with insurance companies, speak with providers about patient bills, work collection accounts in account receivables, post payments, billing, work with patients face to face.

**Member Service Representative**

**Healthcare Support Staffing (coordinated care health)**

**August 2016 to October 2016**

Health care

Answered phones

Went over claims

Went of Authorizations

Updated member information

Explained Billing

Giving customer service

**Pace Staffing Network (group health) -**

**March 2016 to July 2016**

**Explaining bills**

Technical support

**Xerox -**

**August 2015 to March 2016**

Explaining bill statements

Give remarkable customer service

**State Farm -**

**January 2014 to April 2015**

Answer customer's questions and resolve their issues quickly and efficiently

**Associate McDonald's April - 2013 to June 2013**

Front cashier Sale associate Ross INC -

**December 2012 to April 2013**

Stock associate

Cashier

Fitting room

**Customer service Collection associate Sentry Credit -**

**January 2012 to January 2013**

Answer multiple phone lines

Making collection calls

Setting up payments

Collecting payments on past due accounts

Inputting information to update files

**EDUCATION**

**G.E.D**

**Green River Community College**

SKILLS

Call Center, Front Office, Customer Service, Front Desk