

# PARY LY

# 916-216-5303

[paleepary@gmail.com](mailto:paleepary@gmail.com)

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## PROFESSIONAL OBJECTIVES

Highly accomplished and efficient professional, and always looking to improve the profession and as a person. Outstanding teamwork, computer, and decision-making skills coupled with the unique ability to remain calm in highly stressful situations. Core competencies include:

- Detailed, Organized
- Interpersonal Skills
- Goal Orientated
- Windows PC, Excel, Word, Outlook, Adobe
- Data Entry, 10 keypad
- Self-Sufficient

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## PROFESSIONAL EXPERIENCE

### PROFESSIONAL BUREAU of COLLECTION of MARYLAND INC.

Apri. 2018 – Present

#### *Team Lead Collector*

- Worked under contract with the U.S. Department of Education to collect federal student loan debts from debtors that has loans in default.
- Conducting payment arrangements/ negotiations within the Dept. of Education's policies with debtors over the phone, demonstrates good customer service skills while initiating outbound calls and receiving inbound calls from debtors, and assisting other team members with calls within the department.
- Adhere to FDCPA and state and federal laws and regulations, skip tracing debtors by initiating outside contact of the debtors, and conduct administrative duties to ensure appropriate documents/ information are accurate in order to initiate arrangements.

### CORAM/CVS SPECIALTY INFUSION, Sacramento, CA

Feb. 2016 – May 2017

#### *Medical Claims Examiner*

- Researched payments paid by the healthcare insurance providers, constructed recoupments/ refunds settlements on overpaid claims, and made calls to insurances providers on paid/unpaid claims.
- Ensured that all claims were processed according to contract by working with a variety of different commercial insurance companies
- Validated payment posting and continually monitored the collections process which ensured correct payment
- Priced CPT codes, NDC's, NCPDP units and HCPC codes per contractual pricing
- Utilized pricing sources such as ASP, AWP, and RJ Health to determine any variance
- Correct submitted claims by contacting payers via fax, mail or payer websites for claim status inquiry

### RIVER CITY MEDICAL GROUP, Sacramento CA

Jan. 2016 – Feb. 2016

#### *Medical Claims Clerk*

- Reviewed claims and supported documents submitted by providers. Batched claims by providers and submitted for payment. Assured duplicate claims not submitted
- Performed general clerical tasks in support of the programs
- Processed data into computer system, and administrative duties.

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## **VOLUNTEER EXPERIENCE**

### **METHODIST HOSPITAL PHYSICAL THERAPY, Sacramento CA**

2/2015-6/2015

#### ***Physical Therapist Aide Volunteer***

- Assisted the therapist with patient care in acute care inside of the hospital. Shadowed the therapist and helped patients with getting in and out of their beds and assisting them as they walk around the hospital.

### **CAPITAL PHYSICAL THERAPY, Sacramento CA**

2013 - 2014

#### ***Physical Therapist Aide & Receptionist***

- Worked closely with the physical therapist as an aide and receptionist.
- Assisted the therapist in duties of answering/making phone calls, filing and faxing paperwork, scheduling and inputting patient appointments in the computer system.
- Handled patient's' insurance information and copay. Worked with rehab, patients, and assisted them with their exercises and treatment.

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## **EDUCATION**

### **CSU, Sacramento**

Bachelor of Science Degree, Kinesiology (Health Science)/ Therapeutic Exercise and Rehabilitation, 2015

### **Florin High School**

High School Diploma, 2009