

Tamilyn McGary

State Farm - Sales Associate

Navasota, TX 77868

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325-245-9205

Willing to relocate: Anywhere

Work Experience

Sales Associate

State Farm Mutual Automobile Insurance Company - Navasota, TX

August 2019 to Present

I sale property and casualty policies to our customers, as well as, assist them with any policy issues. I also have my health and life license and I'm about to start selling life insurance.

Financial Counselor

Rock Prairie Behavioral Health - College Station, TX

December 2018 to Present

- Verifying Patient's Insurance Information • Determine payment method of the patients • Determine and discuss the out-of-pocket estimates with the patient and or family of patient • Perform financial counseling to assist patients in identifying funding sources • Collect advance payments • Follow up and resolve bad debt accounts

Seventh Grade Teacher Intern

Navasota Jr. High School - Navasota, TX

August 2018 to October 2018

- Planned, prepared, and delivered lessons to all students in the class • Assigned work, corrected and marked work carried out by students • Enforced administration policies and rules governing the students • Assisted students individually or in small groups to help them master assignments and to reinforce learning concepts

Claims Settlement Specialist

Zelis Healthcare - College Station, TX

July 2016 to July 2018

- Negotiated with the providers to reach settlements that benefited providers • Worked directly with the insurance company along with the medical providers • Authorized claim payment, set reserves on payment, and ensured timely distribution of funds • Examined complex claims to determine whether or not they were covered

Accounting Assistant II

Blue Cross Blue Shield of Texas - San Angelo, TX

June 2005 to July 2016

- Assisted insurance company's members and the providers on billing and benefit issues • Allocated time with examiners to provide them with the knowledge needed to process claims • Worked with

administrators and marketing team to solve their account issues • Created and implemented a quality program for the accounts receivable department

Education

Bachelor of Science

University of Phoenix

2013

Certificate

Arlington Court Reporting College - Arlington, TX

1992

Skills

- accounts receivable (10+ years)
- CREDIT (10+ years)
- CREDIT SCORES (10+ years)
- Customer Service (10+ years)
- RECEPTIONIST (10+ years)
- Accounts Payable
- Billing (10+ years)
- Office Management (5 years)
- Word (10+ years)
- Time Management (10+ years)
- Data Collection (10+ years)
- Epic (Less than 1 year)
- Medical Terminology (10+ years)
- Computer Skills (10+ years)
- Communication skills (10+ years)
- Administrative Assistant (10+ years)
- Management Experience (5 years)
- Administrative Assistant (10+ years)
- Administrative assistance (10+ years)
- Medical Office Experience (5 years)
- Management Experience (4 years)
- Management (5 years)
- 5 (1 year)

Additional Information

AREAS OF EXPERTISE

- Microsoft Office proficiency
- Data entry - 25 + years
- Accounts Receivable

- Customer service - 30 years
- Typing (60 wpm)
- 10-key