

Taylor McGlothlin

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Experience

Financial Credentialer, ApolloMD: December 2017-Present

- Ensure that Providers(MD/DOs, PAs, and NPs) are enrolled in insurance packages by the deadline
- Execute informational checks to ensure that data is input correctly into the system.
- Revamp, reorganize and maintain Excel spreadsheets
- Successfully wrote and submitted multiple appeals for retroactive effective dates
- Favorable petitioned for new and more difficult projects

Internship, Burns & Wilcox: May 2016 – January 2017

- Assisted the Vice President with various tasks in the placement of commercial insurance
- Learned the processes involved in underwriting commercial insurance policies
- Reviewed and logged applications for the information needed for underwriting
- Performed quality assurance on insurance policies
- Created spreadsheets for underwriting to review statistical analysis of applications

Vice President, Jones Bridge Swim & Racquet Club: January 2014 – January 2016

- Assisted and planned club fundraisers
- Directed tennis tournaments

Tennis Coach, Jones Bridge Swim & Racquet Club: August 2012 – August 2015

- Worked with children ages 6-16 in small groups
- Taught in afterschool program and Summer camps

Education

Graduate of Southern Wesleyan University with Degree in Business Administration

Southern Wesleyan University August 2015- May, 2017

- Southern Wesleyan University GPA: 3.72
- Bachelors of Science in Business Administration with a concentration in Management

Georgia Perimeter College August 2013 – May 2015, transferred

Accomplishments and Achievements

- Member of the Southern Wesleyan University Tennis Team (2015-2017)
- Dean's List: Fall of 2015, Spring 2016, Fall 2016, Spring 2017
- Conference Carolinas All-Academic Team: 2016 and 2017
- Conference Carolinas Presidential Honor Roll: Fall 2015, Spring 2016, Fall 2016, Spring 2017

Skills and Abilities

- Proficient with computer software troubleshooting
- Skilled with Microsoft Excel, Word and PowerPoint
- To work individually, in a small team or large group
- Basic level of knowledge of Salesforce (CRM website)

References available upon request