

Vanita Sharma

21714 43rd Dr. SE
Bothell, WA 98021

Phone: 206-430-8387.

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SUMMARY:

- 4+ years of extensive experience in Finance, working in diversified Roles such as accounting, project management, administrative duties and customer relations.
- Extensive experience in working as a **liaison** among **product owners** to understand the **product requirements** and **recommend solutions** based on the business needs.
- Expertise in capturing **Non- functional / Functional** and **Stakeholder requirements** during the Requirement Analysis phase of the project and **Business requirements** during Enterprise Analysis.
- Utilize MS SharePoint to address the business needs with respect to bridging the gap between the Business and the IT teams by providing a consistent method of communication flow.
- Analytical ability including using and creating **pivot tables**, **V-lookup**, and functions in Microsoft Excel.
- Involved in imparting training to varied user groups and preparing training materials with product knowledge and business processes, group and individual based problem solving and decision-making.
- Outstanding **organizational skills** including ability to **multitask prioritize** and manage increasingly complex issues.
- Strong work ethic, taking ownership of all duties and responsibilities and meeting management skills.
- Strong understanding of Business Relationships and Business Requirements.

CORE COMPETENCIES:

Web Development

WebEx Meetings

Effective Communicator

Client Relations

Budget Planning & Arranging Travel

Agile/Scrum

TECHNICAL EXPERTISE:

Software:

Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) MS Project, MS Visio, MS Dynamics CRM, MS Sharepoint.

Languages:

HTML5, CSS, Bootstrap, JavaScript, jQuery,

Databases:

MS Access. SQL server, Mongo

Operating Systems:

Windows 7, MAC OS

Processes/Technologies:

SDLC, PMI, Git, API, AJAX, Node.js

EDUCATION:

Bachelor, University of Washington, Seattle, USA

2007-2012

Full Stack Web Development Bootcamp, University of Washington, Seattle, USA

Present

PMI-ACP Certification

Present

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PROFESSIONAL EXPERIENCE:

Mitchell International June 2018 – Present)

Mitchell's Goal is to provide smart technology solutions, deep industry expertise, and connections to clients specifically in the Property and Casualty Industry. The objective of my role as Customer Service Representative is to handle Auto, Worker's compensation, and Labor and Industry claims. My responsibilities are to organize, schedule and host doctor panels. Prepare for offsite room rentals, panels, and updating data on the company database.

- Managed doctor panels, entered and extracted data from Microsoft CRM to complete daily administrative tasks.
- Arranged travel arrangements for claimants out of state.
- Arranged transportation/Interpreter arrangements for claimants.
- Prepared provider charts before each panel day.
- Managed room rentals, setting up panels, scheduling appointments, and preordering meals for providers.
- Scheduling Independent Medical Examinations, Peer Reviews, and Interpreters.
- Updating data in the database. Generating invoices and delivering them electronically as well as mailed to clients.
- Utilizing Excel to log in and extract data from Microsoft CRM.
- Participated in meetings/working sessions during Mitchell/MCN transition as an SME in the Cultural Success Team.
- Participated in multiple meetings with project objectives.

Medical Consultants Network (Feb 2015 – June 2018)

MCN's Goal is to be the leading provider of medical information for legal and medical solutions and reducing the human and economic losses of injury and disability to patients and clients. The objective of the first role as a Billing Specialist was to create bill reviews for our clients in order to boost the number of clients. Second role as an Administrative Assistant was to print, organize, and prepare charts for doctor panels. Third position as a Customer Services Representative to organize, schedule and host doctor panels. Prepare for offsite room rentals, panels, and updating results/reports on the company database.

Responsibilities:

- Managed doctor panels, entered and extracted data from Microsoft CRM to complete daily administrative tasks.
- Prepared provider charts before each panel day.
- Managed room rentals, setting up panels, scheduling interpreters, and preordering meals for providers.
- Scheduling Independent Medical Examinations, Peer Reviews, and Interpreters.
- Updating data in the database. Generating invoices and delivering them electronically as well as mailed to clients.
- Managed workflow, met deadlines, and handled multiple jobs/projects simultaneously.

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- Bill Review product specialist
- Used the Bill Review product to increase number of clients and bundled with other MCN products to increase profit.
- Utilized Microsoft CRM to run queries to utilize data to create client invoices.
- Deliver invoices electronically via third party authenticated sites, hardcopies mailed, and email.
- Trained individuals on how to create and submit Bill Reviews to clients.
- Created a Bill Review instructional manual.
- Lead the Bill Review project.
- Followed up on outstanding collections with clients and input payments over the phone and electronically.
- Entered billing amounts and information in the Microsoft CRM database.
- Utilized Microsoft Access to create some invoices.
- Tested technical updates on the server and in Cadence pertaining to the billing department.
- Participated in multiple meetings with project objectives.