Carly Applicant

999 Main Street • New York, NY 10003 • (123) 555-1234 • carly.applicant@noemail.com

CAREER HIGHLIGHTS

* Medical professional with five years of financial experience in the private sector.
* Adept at using multiple electronic billing and data management systems, including the most current insurance programs.
* Excellent bedside manner and award-winning communication skills.

PROFESSIONAL EXPERIENCE

BAPTIST MEDICAL HOSPITAL, Little Rock, Ark.

**Benefits Representative***,* December 2016-Present

Work in Cardiovascular Rehabilitation Unit Admissions of Outpatient Services at Hickingbotham Center admitting patients.

* Serve as liaison representative between family members and doctors, coordinating follow-up procedures
* Train over 25 employees on new, complex insurance systems

Processed commercial and Blue Cross Blue Shield claims with special emphasis on inpatient accounts

ARKANSAS CHILDREN’S HOSPITAL, Little Rock, Ark.

**Account Analyst***,* April 2014-December 2016

Processed commercial and Blue Cross Blue Shield claims with special emphasis on inpatient accounts

* Served as claims auditor for all accounts requested by over six insurance companies

AMERICAN HOME PATIENTS, Little Rock, Ark.

**Claims Processor***,* July 2012- March 2014

Served as Medicare department claims processor for Part C coverage with durable medical equipment

* Served as coordinator for all referrals and for new equipment used by physicians

MILITARY EXPERIENCE

* March 2008- January 2012: Active Duty, Honorable Discharge, Rank E-5, MOS: 11B

EDUCATION

**Bachelor of Business Administration** (2010); GPA 3.98

University of Arkansas at Little Rock, Little Rock, Ark.

*Dean’s List; Graduated Summa cum Laude*