

Elizabeth Calderon
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OBJECTIVE

Seeking a position in accounts receivable management where I can utilize my skills and knowledge to improve the company's policies and procedures to maximize account management efficiency and minimize the risk of bad debt.

Education

Southern Regional Technical College – 2023-12/04/2024

- A.S. Degree – 2023-12/04/2024
- Business Administration Technology with Medical – 2013-2015

NAAC Certified Ambulance Coder 2024

Summary of Qualifications

- Accounts Payable/Accounts Receivable Processes
- Account Reconciliation and Management
- Invoice Creation and Payment Posting
- Records Organization and Management
- Customer Management and Negotiations
- Detail Oriented and ability to multitask effectively
- Skilled working with Microsoft Office products
- Managing a Schedule of 30+ employees

PROFESSIONAL EXPERIENCE

11/2021 -- Present – Gold Star EMS – Billing Specialist

- Proficient in Traumasoft software
- Obtaining Prior Authorizations
- Reviewing Electronic Medical Records
 - Verification of Patient Demographics & Insurance
- Determining accurate coding and billing accordingly
- Utilizing Medicaid's web portal to file claims
- Payment posting and negotiation.
- Communication with customers regarding account activity

02/2020 -- 05/2022 – Uber – Driver

- Safely transporting patrons and/or merchandise to requested destination

02/2014 – 05/2019 - Dollar General Stores – Manager

- Manage multiple employees daily.
- Vendor Management
- Cashier/Cash Reconciliation
- Responsible for customer returns and exchanges
- Post all cashiers' balances to the company accounting software
- Preparing company deposit daily
- Ensuring Customers Satisfaction
- Responsible for opening and closing paperwork.
- Responsible for securing the building