

**Jane Winston**

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**Objective:**

To secure a position within a progressive organization that offers a career challenge for both professional and personal growth.

**Work History:**

**2009** **Medical Billing Expeditor** **SPC Medical Billing & Consulting**

Called insurance companies for claim status

Confirmed patient status for rebilling when necessary

Provided insurance companies with verified information, assuring claims are paid

**2002-2003** **Phone Representative** **University of Illinois**

Patient assistance with insurance questions

Reviewed and maintained various reports per established procedures

Answered inquiries and general office duties

**1998-2001** **Insurance Biller** **Roseland Community Hospital**

Reviewed and billed Commercial, Blue Cross, and HMO insurance

Made calls to insurance companies for claim statuses

Followed up on vouchers, EBOs, Smart Cards, and Mail on daily basis

**Education:**

**2009** **Chicago State University** **Chicago, IL**

Introduction to Microsoft Office 2007 – Certificate

**Volunteer Experience:**

Organized various events for Evangelistic Crusaders C.O.G.I.C.

Served on Family Living Serious Committee and well as other committees as needed

**Computer Skills:**

Microsoft Office programs