

---

# BILLING ASSISTANT RESUME

---

## Objective:

To obtain the Billing Assistant position that will expand and develop my skills.

## Summary of Skills:

- Ability to effectively utilizing and adapting computer technologies
- Ability to work as a team player with other department and agency staff.
- Ability to bring energy to the work environment
- Ability to work independently in a loosely structured environment
- Ability to maintain strict confidentiality
- Ability to prioritize duties and function effectively in a multi-task environment

## Work Experience:

### Billing Assistant

Milwaukee Center For Independence (MCFI), Missoula, MT

August 2005 to till date

- Provided accounting support for Iris payroll programs.
- Performed collection processes on all accounts that were assigned.
- Assisted with preparation of work papers and confirmation letters.
- Assisted with entry of accounts payable invoices.

### Billing Assistant

Stradley Ronon, Missoula, MT

May 2000 to July 2005

- Edited and processed attorney bills such as accuracy verification of billing.
- Prepared month-end billing and monthly reports.
- Reviewed and edited pre-bills in response to attorney and secretary requests.
- Executed complex bills in a timely manner such.
- Interacted and communicated with attorneys, secretaries, and clients.
- Researched and responded to inquiries regarding billing issues.

## Education:

Associate Degree in Accounts

University of South Alabama, Mobile, AL

[Build your Resume Now](#)