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# BILLING CLERK RESUME

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## Summary:

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A highly motivated and goal-oriented individual experienced in performing a variety of clerical tasks with strong ability to efficiently perform billing activities, including verification of invoice information and maintenance of billing records, follow-up of submission of claims and resolutions; has an exceptional ability to prioritize tasks to meet goals and objectives; has a strong ability to interact and communicate with people of all levels and status.

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## Professional Experience:

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Medical Billing Clerk, February 2006 – Present  
Medicare Laboratories, Austin Texas

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## Responsibilities:

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- Processed billings, invoices and processed reimbursement claims requested by clients.
- Followed-up customers regarding past-due invoices and billings and worked out a plan to help them avoid incur arrears and penalties.
- Documented and updated patient database.
- Responded to patient inquiries regarding billing issues and statement problems.
- Reconciled bank statements and checked for inconsistencies and errors.
- Updated forms and manuals, and maintained accurate patient records.
- Performed other clerical duties when needed

Account Information Clerk, April 2004 – February 2006  
Demolay Global Finance, Skokie IL

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## Responsibilities:

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- Kept accounting records and compiled information on customer's account.
- Prepared lists of late charges and payments and collated them to be submitted to collections team for follow-up.
- Answered inquiries and queries pertaining to bills, customer deposits, and accounts.
- Compiled and kept records of financial transactions made by the client, for reference.
- Hired third party mail delivery services to ensure that bills are sent off to the correct customer address five working days before billing schedule.
- Generated and prepared monthly cash flow reports.

Customer Service Billing Clerk, February 2002-April 2004  
Vertical Mobile Phone Services, Chicago, IL

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## Responsibilities:

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- Followed-up customers regarding past-due invoices and billings and worked out a plan to help them avoid incur arrears and penalties.
- Documented and updated patient database.
- Responded to patient inquiries regarding billing issues and statement problems.
- Reconciled bank statements and checked for inconsistencies and errors.
- Updated forms and manuals, and maintained accurate patient records.
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Account Information Clerk, April 2004 – February 2006  
Demolay Global Finance, Skokie IL

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## Education:

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1998 – 2002 Bachelor's Degree in Accounting  
Duke University, NC

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## Skills:

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- Excellent Interpersonal and Communication Skills
- Problem solving and office administration skills
- Good Presentation and organization skills
- Great speed and accuracy in typing
- Proficient in computer operations, Internet Proficiency
- Knowledge of Microsoft Office suite, Word, Excel, Outlook, Operating Systems such as Windows XP, Vista,

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## **Awards and Affiliation:**

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Member, Association of Credit and Collection Professionals  
Member, Professional Billers Association

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