
BILLING CLERK RESUME

Summary:

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.

Professional Experience:

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

Responsibilities:

- 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

Responsibilities:

- 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

Responsibilities:

- 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

Education:

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

Skills:

- 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,

Awards and Affiliation:

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

[Build your Resume Now](#)