
Business Specialist Resume

Job Objective

To secure a position as Business Specialist with a reputable company where my skills can grow and help strengthen the company.

Highlights of Qualifications:

- Remarkable experience in financial, statistical and operational analysis
 - Huge knowledge of Health care industry
 - Deep knowledge of new business policies
 - Familiarity with office practices
 - Amazing ability to manage independently
 - Outstanding ability to multitask
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Professional Experience:

Business Specialist
University of Colorado Hospital, Irvine, CA
May 2006 – Present

- Managed retail financial processes.
- Outlined submission of appropriate journal.
- Imparted financial and process improvement support.
- Aided leadership and evaluated payments.
- Carried out follow-up and collection of unpaid accounts.
- Monitored Medication Assistance Program.

Business Specialist
BWH, Irvine, CA
March 2003 – April 2006

- Acted as support staff.
 - Aided as customer service liaison.
 - Imparted Hospital and Unit information.
 - Handled incoming calls and coordinated with Primary Care Providers and ED staff.
 - Maintained track of Charts.
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Education:

Bachelor's Degree in Business Administration
Santiago Canyon College, Orange, CA

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