
Client Service Coordinator Resume

Job Objective

To secure the position of Client Service Coordinator in a reputable company that will allow me to utilize acquired skills and experience.

Highlights of Qualifications:

- Substantial experience in financial services and capitation
- Wide knowledge of health care billing systems
- Conceptual knowledge of claims processing and medical coding
- Thorough understanding of online marketing tools
- Sound ability to conduct financial data analysis
- Extreme ability to execute data quality control

Professional Experience:

Client Service Coordinator
PRO Unlimited, Inc., Eddington, PA
August 2012 – Present

Responsibilities:

- Analyzed customer service concerns and participated claim review meetings.
- Coordinated with underwriting departments relating to account issues.
- Prepared list rentals for direct mail campaigns.
- Supported operations management and created invoicing orders.
- Implemented pricing negotiations for client presentations.
- Assisted in processing modifications in order entry system.

Client Service Coordinator
LocalEdge, Inc., Eddington, PA
May 2009 – July 2012

Responsibilities:

- Evaluated segmentation procedures and conducted email marketing programs.
- Implemented campaign scheduling and analyzed mailing issues.
- Assisted in operational execution of data delivery and reporting.
- Documented client files and generated regular management reports.
- Executed expense report reconciliation and implemented data compilation.
- Utilized web based platforms to ensure order processing.

Education:

Master's Degree in Human Services
Skagit Valley College, Mount Vernon, WA

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