
Enrollment Specialist Resume

Job Objective

Enrollment Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

Highlights of Qualifications:

- Remarkable experience in accounting invoicing and billing
 - Huge knowledge of general bookkeeping
 - Deep knowledge of enrollment processing of client member eligibility requirements
 - Outstanding ability to evaluate and research problems
 - Amazing ability to compose letters and documents
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Professional Experience:

Enrollment Specialist
Hawaii Medical Service Assn., Colorado Springs, CO
May 2006 – Present

- Aided monitoring, reporting and quality assurance.
- Managed reconciliation of member information.
- Handled enrollment activities and outlined discrepancies.
- Formulated management reports and acted as backup to unit's functions.

Enrollment Specialist
HealthSpring, Colorado Springs, CO
March 2003 – April 2006

- Aided processing member enrollment eligibility.
 - Evaluated and handled customer inquiries.
 - Managed outbound verification calls to members.
 - Assured enrollment eligibility is processed.
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Education:

Associate Degree in Business Administration
Alvin Community College, Alvin, TX

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