
Intake Specialist Resume

Job Objective

To help the company grow and expand using my experience as Intake Specialist. Years of experience in the field helps me to improve and to help the business grow and advance.

Highlights of Qualifications:

- Remarkable customer service experience
 - Huge knowledge of Windows operating systems.
 - Amazing ability to multitask
 - Outstanding ability to prioritize work responsibilities
 - Superior communication skills
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Professional Experience:

Intake Specialist
ACMC Healthcare System, Peoria, IL
May 2006 – Present

- Managed patient care services.
- Executed business office duties.
- Aided coordination of care with department manager.
- Handled delegation of duties to support staff.
- Imparted accountability for professional decisions.

Intake Specialist
Sedgwick CMS, Peoria, IL
March 2003 – April 2006

- Handled incoming calls and imparted explanations of benefits.
 - Updated claims data into claims management system.
 - Managed telephone conversations with regard to claims process.
 - Maintained telephone calls into claims management system.
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Education:

High School Diploma
Senn High School, Chicago, IL

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