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## Reconciliation Specialist Resume

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### Job Objective

Seeking a position with a growing company where my training as a Reconciliation Specialist, education and experiences can be put to good use.

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### Highlights of Qualifications:

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- Hands on experience on analyzing data, identifying root cause for all issues and managed reconciliations tools
  - Thorough knowledge of general ledger packages
  - Operational knowledge of accounting softwares
  - Immense ability to multitask and prioritized work
  - Exceptional ability to resolve all problems
  - Amazing communication skills in both oral and written forms
  - Skilled in understanding in cost accounting theory
  - Proficient in supervising work of a team
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### Professional Experience:

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#### Reconciliation Specialist

BlueCross BlueShield of Tennessee, Warren, RI

May 2006 – Present

- Performed research and resolved all membership discrepancies for various prescription drug events.
- Managed all reconciliation activities according to timeframe as specified in Medicare Managed Care Manual.
- Analyzed root causes and assisted in improving various reconciliation process.
- Maintained good knowledge and understanding of CMS payments.
- Administered Medicare reconciliation process and ensured timely payment of all premiums.
- Ensured outstanding receivable receipts from CMS system.
- Coordinated with MA enrollment and risk management teams and reconciled CMS payments.
- Established good relationships with all external contacts.

#### Reconciliation Specialist

HealthSpring, Inc., Warren, RI

March 2003 – April 2006

- Maintained records of Medicare membership and assisted in coordinating all benefit related information.
  - Assisted various departments in performed monthly reconciliation for monthly membership reports and internal database.
  - Monitored process and resolved all prescription drug event related issues.
  - Maintained State and County Codes and provided status information.
  - Coordinated with enrollment staff for all transactions.
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### Education:

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Bachelor's Degree in Business

Southern Utah University, Cedar City, UT

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