

## **Sample Finance Resume**

First Last Name  
Street Address, City, State, Zip  
Phone (Cell/Home)  
Email Address

### **Objective**

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Finance.

### **Education**

#### **University of Arkansas at Pebleton, Pebleton, Arkansas**

Bachelor of Business Administration, Finance Major  
Graduation Date: May 2009

#### **Southern Technical College, Pebleton, Arkansas**

Associate Degree of Applied Science, Computer Aided Drafting  
Graduation Date: January 1987

### **Employment**

#### **12/2007 - Current: Benefit Representative**

##### **Healing Hands Medical Hospital, Pebleton, Arkansas**

Work in Cardiovascular Rehabilitation Unit Admissions of Outpatient Services at Hillcreek Center admitting patients. Work as liaison representative between family members and doctor follow up coordination.

Work also in Emergency Room admissions checking in patients. Enter personal data and follow up on insurance verification. Discharge of patient from E.R collecting co-pay and deductibles. Bed controls through E.R. placement of patients upon transfer to floor.

#### **1/2005 - 11/2007: Account Analyst**

##### **Healing Hands Medical Hospital, Pebleton, Arkansas**

Claims Processor with emphasis placed on Blue Cross Insurance. Worked on denials from claims submitted electronically thru billing on SSI - System Specialist Inc. Corrected electronically submitted claims through AHIN - Blue Cross Special Management System. Customer service follow-up with patients on billing issues and repayment options.

#### **4/2001 - 12/2004: Account Analyst**

##### **Arkansas Children's Hospital, Pebleton, Arkansas**

A claims processor of Commercial and Blue Cross claims with special emphasis on inpatient accounts. Billed claims through SSI and worked rejections. Claims auditor for all accounts requested by Insurance companies.

#### **7/1998 - 12/2000: Claims Processor DME**

##### **American Home Patients, Pebleton, Arkansas**

Medicare Department Claim processor for Part C coverage with Durable Medical Equipment. Coordinator for referrals and pre-cert. for equipment with Physicians. Posted payments and worked denials.

#### **1/1994 - 6/1998: Sales**

Fashion City Dept Store, Men's Clothing, Bradford Marines, Parts Sales, Sears Dept. Store, Tire Sales

**Military Experience**

3/1989 - 1/1994: Active Duty, Honorable Discharge, Rank E-5, MOS: 11B, 11M and 91Q

1/1994 - 4/1997: Reserves, Honorable Discharge Active Ready Reserve, Rank E-6, MOS 91Q

**Computer Skills**

Meditech, SSI Billing System, Norvell, DMS Data Mgmt System, IMF Internal Medical Frame