

Megan Mitchell

1805 Elizabeth Circle

Thornton, CO 80233, United States

Cellular: 720-355-5945

Objective

I am seeking a position for customer service representative. I have required the necessary skills to perform the many day to day representative duties in a office, that include: customer service, supervision, maintaining charts, patient confidentiality, medical accounts receivable and payable. I also worked with computerized billing, insurance forms, transcribing the physicians correspondence and orders, update and file patient medical records, patient confidentiality, complete insurance forms, scheduling appointments and arranging for hospital admissions, referrals and laboratory services, working as a advisor at IBM for apple as a technical troubleshooting issues that had to be resolved.

Summary

I am a friendly person and my past work experiences have helped me to develop strong interpersonal skills, time management, responsibility, strong work ethic and working with inventory. As a medical administrative assistant and a customer service representative I will be able to utilize these skills as well as apply the skills that I have learned while pursuing certification as a medical clerical and customer service representative.

Experience

Apple Care, Boulder, CO

Customer Service Rep, July 2013- April 2014

I was dealing with inbound calling, I had to multitask talking to customers on the phone and making sure the correct information was typed in to the specific case to make sure the issue was going to be solved. I had to be very upbeat to the customers and make sure I filed the correct information.

Sterling Asset and Equity Corp, Delray Beach, FL

My position involved answering the phones, filing paper work, faxing papers, organizing papers, emailing letters, running errands, grocery shopping for inventory supplies, making coffee, and emailing documents. I demonstrated strong work ethic and interpersonal skills.

Old Key Lime House, Lantana FL

Hostess, 2011-2011

Seated customers, tracked seating charts, cleaned the dishes, worked in the gift store, managed the apparel in the gift store, and folded the silverware.

The Village Market Place, Hypoloxo, FL

Bagging and Stocking, 2006-2006

Bagged the groceries, stocked the groceries, cleaned the food area, and chart inventory. Seated the customers, managed seating charts, and cleaned the bathrooms.

Anthony's Pizza, Delray Beach, FL

Hostess, 2011-2011

I greeted the customers, seated the customers, and assist with general upkeep of the restraint.

Lake Worth Christian, Boynton Beach, FL

Summer Camp Counselor, 2005-2009

I took the kids on field trips everyday during the summer, I played games and made arts and crafts

Education

Emily Griffith Technical College, Denver, CO

Certificate 2013

Certificate of Medical Clerical

Certificate 2013

Certificate of Nursing Assistant

Lake Worth Christian High School, Boynton Beach, FL

H.S., Diploma, 2009