

Anthony Sykes

Littleton, CO

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I possess a solid background in Management and Customer Service. I am very loyal dedicated and humble. I am a hard worker who does whatever necessary to get the job done. I am looking to broaden my skills and become a valuable asset to the organization that gives me an opportunity.

WORK EXPERIENCE

Sales Representative

Verizon Wireless - Littleton, CO - August 2009 to September 2014

Responsibilities.

Perform all sales functions pertaining to the wireless industry.

Accomplishments

Ranked #3 in a district of 425 sales reps.

Cash Handling

Insurance Billing Specialist

Zynex Medical - Lone Tree, CO - August 2008 to September 2011

(Part-Time Position)

Establish rapport with Insurance companies on billing procedures.

Provide training to new employees on the areas of Insurance billing and data entry.

Worked to establish compliance with HIPAA regulations to reduce the risk of medical fraud.

Established best practices for timely filing of insurance claims.

Accounts Payable/Collections calling on accounts with past due amounts.

Posting payments to accounts as they are received

Provide customer service by explaining HIPAA regulations and the benefits of COBRA

Practice Support Specialist

Client Development Services - January 2007 to January 2009

Provide training and coaching to health care practices that participate in the Care Credit Program.

Process new Care Credit applications

Assist activation team in generating new Care Credit accounts

Outbound calls to Care Credit merchants in an effort to generate new business

Provide Care Credit knowledge to new Care Credit merchants

Store Manager

7- Eleven Inc - August 2005 to November 2006

Leadership to 11 employees 8 full-time and 3 part-time

Analyzing Profit and loss reports and Inventory Management reports to ensure that the profit goals were met.

Increased efficiency by cross training all associates in the operations side of the business.

Coordinated a customer service team to address customer complaints, resulting in increased sales and customer satisfaction

Managed over \$70,000 a month in store inventory and decreased shortage by 11%

Assisted with labor analysis as well as tracking time off, payroll and FMLA.

Employment Coordinator

Urban Peak Homeless Shelter - July 2004 to July 2005

Leadership and direction to a staff of 9 full-time employees

Oversaw a \$500,000 grant for the Workforce Investment Act (WIA)

Developed and implemented policies and procedures regarding youth development

Fostered relationships with other businesses in downtown Denver in an effort to secure jobs for homeless/at-risk youth

Created a job-readiness training program for at-risk youth. As a result this training program helped secure 160 jobs for the youth in a 9-month period.

Worked as a liaison for Urban Peak and the Mayors Office of Workforce Development identifying resources and opportunities for homeless/at-risk youth.

Business Analyst/Account Manager

Veeder-Root Service Company - January 2000 to June 2004

Provided direct sales leads for the sales department through cold calling/business research

Provided statistical Inventory Reconciliation and consultation services for clients with Underground Storage tanks

Increased sales of Underground Storage Tanks by 11%

Acted as a liaison between the EPA and clients with Underground Storage Tanks

Provided compliance reports for Underground Storage Tanks.

Reduced the number of non reported tanks by 10%

Recreation Supervisor

City of Pueblo - June 1991 to December 1999

Leadership and direction to 9 employees

Organized the seasonal recreation programs for adults and youth in the Pueblo community.

Increased overall program participation by 13%

Developed and implemented policies and procedures regarding sports conduct and behavior.

EDUCATION

Master of Arts in Arts Organizational Management

University of Phoenix

BSBA in Arts Business Administration

University of Southern Colorado

Associate of Arts in Arts General Studies

Trinidad State Junior College