

Arcelia Cordes (Arcie) 2891 W.65th Ave., Apt. A. Denver, CO. 80221
(720) 298-4704

Objective: I would like to be an asset to a growing company.

Education: I received my Associates Degree in Health Sciences, Medical Billing and Coding at Colorado Technical University, Graduation Date June 2013.

Skills: Front Desk Receptionist, Call Center for 2014 Elections, Customer Service, Mortgage Processor, Certified Escrow Processor, Bank Teller for five plus years.

I just finished my Medical Billing & Coding courses. This includes AHIMA, AMA, Joint Commission, and HIPPA Certificate. I just finished an Internship at Visiting Ancillary, Inc. Dental facility. I trained in patient eligibility with multiple insurance systems including Medicaid as well as billing, researching claims, and entering data into practice management software.

Aspen Media and Market Research

2012

- Handled inbound calls
- Updated new information regarding callers
- Provided callers with several types of information

Loan Processor, Intellisource, Denver CO

2012

- Processed Loan Modifications for Bank of America located at Urban Lending
- Attended two weeks training (understanding requirements of the different types of Loans)
- I reviewed loans for final approval

Hospital Shared Services Inc., Denver CO

2009

Attendant

- This was a program that gave members a fast pass through Airport Security
- Explained program guidelines to new Members
- Entered personal information into a Security Data system
- Concierge for members through security lanes in the Airport
- I gave personal attention to all members

Front Desk Receptionist, National Lenders, Northglenn, CO.

2008

- Greeted Mortgage Clients as a Receptionist
- Answered phones, maintained office, set- up conference room for meetings and presentation
- Created a data-base for each Loan officer to track their loans
- Assisted all underwriters with data entry, contacted title companies, borrowers, other mortgage companies and order payoffs
- Scheduled Loan closing

TransNation Title Services, Broomfield, Co

2007

- I was a Certified Escrow Loan Processor and worked closely with the Closers
- Gathered all documents required for closings of Loans. Ordered title searches, payoffs, Insurance, prepared all documents for signing at closings. Paid all recording fees, etc.
- I was responsible for ten plus clients
- I was a go to person that would help where ever needed

***Clerical Assistant Matthews and Ball Temporaries Inc.,
Denver, CO., 2005***

- Front Office Receptionist
- Assisted in Sales at major companies
- Balanced Account receivables and payables
- Buyer Assistant

I have worked as a Head Teller, Proof Operator, Vault Teller, Loan Processor and Drive up Teller. Heavy customer services that was I performed with professionalism, courtesy and respect. Previous to the list above I was the Head Teller at Coors Employees Credit Union for 5 yrs. I am a hard worker and I go over and above expectations.

I would like the chance to apply my knowledge that I learn over the years, helping people.



Visiting Ancillary Services, Inc.

December 16, 2014

Arcelia Cordes

To whom it may concern,

This letter is to certify that Arcelia Cordes has successfully completed her forty hour externship in Dental Billing. She has been trained in determining patient eligibility with multiple insurance systems including Medicaid as well as billing, researching claims, and entering data into practice management software.

She always comes prepared with a smile and good attitude and will be an asset wherever she goes. Feel free to contact us for a recommendation.

Best regards,

A handwritten signature in black ink, appearing to read 'K. Kucera', is written over a horizontal line.

Kenneth C. Kucera
Executive Director.