

Ashley Garcia

OBJECTIVE: To become employed with a professional organization with inner-company growth & potential for a life-long career.

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EXPERIENCE

Trade Force Staffing, Parker — Recruiter

November 2012-2013

Recruited temporary and permanent employees for positions with the temp agency. Verified employment history, ability to work, criminal history and skill qualifications. advised of necessary ppe s for positions. Position advertisement.

Autozone,Denver-Parts manager

February 2013 - July 2016

Shift, staff management, customer service, inventory control and setup. Commercial account parts delivery.Cash handling.

Revenue Enterprises, Parker — Medical Biller/Collector/leadership

August 2016 - July 2021

Speak directly with health insurance, verify coverage, add & bill insurances. Provide customer services/assistance to patients. Resolve collection accounts, questions, discrepancies. work with multiple computer systems including ambulance. Also worked with multiple emails, verification portals. Lead-(including the above) review/submit grievances, escalations,coding reviews. team management, partner with management and team for training. money moves. Assisted with client spreadsheets, recalls from collections & Refunds.documentation.

Business Assistant- Heritage Dental- Centennial

July 2021- Sept 2022

Manage front office duties(phone,email etc), utilize Dental systems for scheduling and record keeping. file/follow up on claims, insurance benefit verification/posting. Review treatment plans,fees and payment options. Payment posting. Customer service, meet/greet/welcome all patients.

SKILLS

- Staff management • Hiring and recruitment •
- Employment verification •
- Customer service • Inventory control and management •
- Communication • Leadership

References

Deborah Hopkins, DH Dental Consultant-720-810-9496

Travis Winters-Trade Force sales manager-720-879-4723

Education

Cherokee Trail high school, Aurora high school diploma

Pueblo community college, Pueblo

