

Carol Wrobbel

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Objective

My objective is to work for a company that wants and needs a very dedicated, efficient, and detailed worker who is always on time and gets the job done.

Ability Summary

I have some computer skills, and I am willing to learn whatever is necessary for me to do the job. My most recent experience was with a very successful Mental Health start-up company. I started in Billing/Benefits doing Single Case Agreements, working with many different insurance companies. I also posted payments and updated members portals.

I then transferred to Regulatory, where I was responsible for Compliance requirements. I had to find the licensing and tax requirements for each city of each state this company was opening up in.

Employment History

08/2020 - 04/2022 **Regulatory Administrator**

Foresight Mental Health, Berkeley, CA

I started with this newly formed mental health company in Calif. in the Billing Dept. I handled all the SCA's. Then, they added Benefits to my job duties, and I had to check the patients' insurance cards, to make sure their insurance was still in effect and that the providers they chose to use were covered by the insurance.

I then moved to the Regulatory Department and set up the spreadsheets for keeping records of the licensing and necessary requirements of each state this company was setting up offices in.

I handled the Asana program for setting up all the states, with the necessary information this company required.

05/1976 - 07/1997 **President**

CDA Design Studio, Inc., Huntington, NY

My design firm merchandised model homes for builders on Long Island. I offered a turn key package, which included floor plans, electrical plans, purchasing all the furnishings, light fixtures, wall coverings, and artwork.

I was responsible for setting up the homes to be ready for grand opening..