

Thirisia Blakemore
Coon Rapids, MN
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Professional Summary:

Professional **Data Entry** and **Account Specialist** with 13 years experience managing client accounts and processing documentations. Highly skilled in reconciling account delinquencies and working in multiple financial and medical databases.

Qualifications:

- MS Office Literate (Word, Excel, PowerPoint, Access)
- Proficient in Accurint
- Experience with EOB'S and ICD-9
- Strong verbal and written skills
- Strong organizational and time management skills
- Ability to work independent
- Proficient in problem solving skills
- Proficient with maintain company confidentiality and implementing integrity

Career Summary

Aerotek Staffing Agency/Ally Financial

Shoreview, MN

Loss Mitigations Specialist

11/16-08/17

- Performed detailed investigation on customer accounts using Accurint.
- Processed customer payments, electronically, using Western Union Speedway.
- Effectively communicated with account Executor to resolve delinquent accounts.
- Effectively communicated with attorneys to review Will and Testament documents, regarding accounts.

National Recovery Inc.

Coon Rapids, MN

Administrative Resolution Specialist

07/14-06/16

- Created Excel spreadsheets to record account collections.
- Secured payments for debts through online and mail-in payments.
- Retrieved Death Certificates from agencies to reconcile debt.

Kforce Staffing and Solutions/ McKesson Surgical

Golden Valley, MN

Reimbursement Specialist

01/14-06/14

- Established new patient accounts for Medicare Part B approval.
- Managed AOB's and patient healthcare records.
- Processed shipping and billing for patient supplies.
- Requested and retrieved patient medical documents from physicians.

Education History:

- **Saint Paul College, St. Paul, MN**
Associate of Applied Science in Medical Office Professional (2015)

