

Tanya Bright

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Education

2003 Arizona School of Massage Therapy
Tempe, AZ
1997-1999 Glendale College
Glendale, AZ
1994-1997 Trevor G. Browne
Phoenix, AZ

Objective

I have been a stay at home mom for the past few years which explains the gap in my employment history. In that time I have made a successful home made soap business. I like to stay busy and I am ready to get back into the workforce! I am extremely hard working and love to be organized. I am looking forward to working and helping to make the company I work for run smoothly.

Employment

05/2006-09/2010
Option 1 Nutrition
Billing commercial and Medicaid claims for the states of Washington and Oregon. Posted payments, updated pricing, worked aging, and ran daily reports. Aging was kept consistently low and cash brought in was above goal.

03/2005-10/2005
Associated Staffing
Setting up automatic checking withdrawals for borrowers. Ensuring borrowers qualify for ach and that they have correct information. Applying school incentive to accounts.

03/2004-9/2004
Data Mapping Solutions
Worked as a G.I.S. analyst for a project. Responsible for researching and gathering information for mapping and digitizing parcels. Translated graphical data into digital formats.

04/2002-03/2003

Debt Free

Inspecting client packets after being set up. Correcting errors and researching any missing information. Also entered accepted and declined proposals into system, opened and sorted mail, and sorted printed material.

01/2001-04/2002

First Health

Processing medical insurance claims for payment. Entered claims accurately and timely.

11/1999-1/2001

National Computer Systems

Working for Census 2000. Keying sensitive, hand written data accurately and quickly into database. Verified work of other keyers to ensure work was entered in properly.