

SEKITHA L SIMS

(214) 254-7381
sekitha.spencer@yahoo.com

Summary of Qualifications

- Data Entry
- Type 50 wpm
- Multi Phone Lines
- Microsoft Office
- Filing-Alpha and Numeric

Work History

ALL BY GRACE HOME HEALTH CARE INC PROVIDER

Jan 05, 2016 - Dec 31, 2016

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge

TRC Staffing, Dallas, Texas Front Desk Assistant/Data Entrh

Sep 13, 2013 - Feb 20, 2014

Direct/greet patients, prepared rooms for patients care and dressing, check in/out, make copies of identification and insurance, collect fees fo service, compiled, sorted and verified accuracy of data entered as well as others duties assigned when needed

The CSI Companies, Dallas, Texas Customer Service

Sep 12, 2011 - Dec 03, 2012

Obtained eligibility information from internal sources including all major medical, dental, vision, and pharmacy coverage. Initiated outbound calls to carriergroups for eligibility of insurance on a daily basis.

WNC First Insurance, DALLAS, Texas Customer Service/data entry

Jan 21, 2007 - Jun 01, 2011

Initiated in/outbound calls pertaining to commercial auto, mortage loan accounts. Folow up on call queue pertaining to priority, meeting deadlines, and strong data entry. Cleared gaps of insurance in submittal of documentation to avoid force placement, processed escrow accounts to ensure proper payments

Education

VTI Computer, Farmer Branch, Texas 1 year college, technical or vocational school

W.W. Samuel High School, Dallas, Texas High School Diploma/GED

Computer Skills