

**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, mortgage 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**