

Kay Bennett, Claims Representative

Charleston, 25302, United States, (304) 532-7787, kb0366@gmail.com

SUMMARY

Diligent Data Entry Specialist with over 25 years of experience at Frontier Communications, adept at maintaining accuracy and efficiency in data management. Proven ability to handle service orders and resolve discrepancies effectively. Previously, as Claims Adjudicator with BCBS, processed and resolved claims in a timely manner. Seeking to leverage extensive experience and meticulous attention to detail to contribute to a dynamic team.

WORK EXPERIENCE

06/1997 – Present	Data Entry Specialist, Frontier Communications	Charleston, USA
06/1999 – 06/2023	Service Order Administrator, Frontier Communications	Charleston, USA
10/1997 – 10/1999	Claims Adjudicator, BCBS	Charleston, United States

EDUCATION

06/2009 – 10/2013	Purdue University Global Bachelors Information Technology, IT	West Lafayette, IN, United States
-------------------	--	-----------------------------------

SKILLS

Microsoft Excel	Data management tools
Data entry best practices	Telecommunications Industry
Records Management	Quality Assurance Methodology
Payment Processing	Inventory Management
Business Administration	Attention to detail
Strong organizational skills	Excellent written and verbal communication skills
Ability to adapt to changing priorities	Ability to prioritize and meet tight deadlines
Ambitious	Accountable
Dependable	Dedicated
Accurate	Microsoft Office
Self-reliance	Confidentiality
Communication	Bachelor's Degree
Claims Processing	PrePay/Post Pay
CRM Software	