



Mark

VIRTUAL ASSISTANT | BILLER ASSISTANT | SOCIAL MEDIA MANAGER | DATA ENTRY

SUMMARY: Creative and user-focused virtual assistant with a passion for crafting seamless digital experiences. Specialized medical VA, social media & charge entries for years of expertise in the relevant field. Providing accurate informations to find solutions of a certain problem.

CONTACT



[Redacted]



[Redacted]



[Redacted]
[Redacted]

EDUCATION

[Redacted]

Bachelor of Science in Hotel
& Restaurant Management

2008-2012

SKILLS

- Customer Service
- Able to multi Tasks to meet deadlines.
- Document Management
- Detail oriented
- Data entry
- Email Management
- Social Media Management (Manage my own page)

WORK EXPERIENCES

Biller Assistant / Virtual Assistant

August 2023 – September 2024

- Charge Entry/Data Entry
- Claims submission
- Accounts receivable follow ups
- Denials Management
- Payment posting & Appeals

Social Media Manager

January 2023 – Present

- Manage my own page
- Scheduled posts
- Facebook Ads
- Clients inquiries message feedbacks
- Create poster (Canva)

Accounting Supervisor

May 2014 – June 2023

- Accounts Receivables
- Data Entries
- Inventory Management
- Billing