

ROSALIE SPINOLA

Billing Assistant

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(723) 141-3757

123 Oak Street, Salt Lake City, UT 84101



PROFILE

Detail-oriented Billing Assistant with 1 year of experience proficient in managing invoicing, payment processing, and account reconciliations. Skilled in using various billing software, providing excellent customer service, and maintaining accurate financial records. Adept at collaborating with cross-functional teams to ensure timely and accurate billing for clients.

LINKS

[linkedin.com/in/rosaliespinola](https://www.linkedin.com/in/rosaliespinola)

SKILLS

QuickBooks

Excel proficiency

Invoicing

Data entry

Account reconciliation

Time management

Attention to detail

LANGUAGES

English

Hindi

HOBBIES

Scrapbooking

Gardening

Playing a musical instrument

EMPLOYMENT HISTORY

Billing Assistant at Zions Bancorporation, UT

Mar 2023 - Present

- Successfully reduced invoice processing time by 25% through the implementation of new software and automation techniques, resulting in increased efficiency and cost savings for Zions Bancorporation, UT.
- Streamlined the billing process for over 2,000 clients, leading to a 15% reduction in billing errors and disputes, and improving customer satisfaction rates.
- Identified and resolved over \$500,000 in outstanding receivables by conducting thorough account audits and implementing proactive follow-up strategies, contributing to improved cash flow and financial stability for the company.

Junior Billing Assistant at Workfront Inc., UT

Jul 2022 - Jan 2023

- Successfully reduced invoice processing time by 20% through the implementation of an automated billing system, leading to increased efficiency and accuracy in the billing department.
- Streamlined the reconciliation process for over 500 client accounts, resulting in a 15% reduction in discrepancies and improved customer satisfaction.
- Assisted in the recovery of \$50,000 in outstanding receivables within a six-month period, contributing to a significant boost in company cash flow.
- Collaborated with cross-functional teams to develop and implement a new billing system that increased the accuracy of invoices by 25%, reducing client disputes and improving overall client relationships.

EDUCATION

Associate of Applied Science in Billing and Coding at Salt Lake Community College, Salt Lake City, UT

Aug 2018 - May 2022

Relevant Coursework: Medical Terminology, Anatomy and Physiology, ICD-10 and CPT Coding, Healthcare Reimbursement, Billing Software, and Health Information Management.

CERTIFICATES

Certified Professional Biller (CPB)

Nov 2021

Certified Medical Reimbursement Specialist (CMRS)

Jun 2020