

EVELYN ELIZABETH CABALLERO

1921 TEMPER LN

DALLAS, TEXAS 75253

469-671-8925

EMAIL: velazcoevelyn@gmail.com

OBJECTIVE

I AM A BILINGUAL CERTIFIED MEDICAL ASSISTANT WITH THREE MONTHS EXPERIENCE. I AM CURRENTLY SEEKING EMPLOYMENT IN A HOSPITAL OR CLINICAL SETTING. I AM CURRENT AT MOLINA HEALTHCARE, UTILIZING MY SKILLS DAILY AS A CUSTOMER SERVICE AGENT, ASSISTING WITH PRIOR AUTHORIZATIONS, QUALIFYING MEMBERS FOR INSURANCE PLANS, GOING OVER COPAYS AND BENEFITS, AS WELL AS PRESCRIPTIONS, SPEAKING WITH LICENSE AGENTS THROUGHOUT THE US, COLLECTING PREMIUM PAYMENTS FROM MEMBERS OVER THE PHONE. I AM FAST PACED, COMPUTER SAVVY, SELF-ORIENTED, BECOMING A PATIENT ADVOCATE. SALARY REQUIREMENTS \$15.00 HOURLY.

SUMMARY

FRONT OFFICE CUSTOMER SERVICE, SALES ASSOCIATE, CASHIER, APPOINTMENT SETTER, FOOD HANDLER, TEAM LEADER REPRESENTATIVE, PRODUCTION DETAIL MISTER CAR WASH

EXPERIENCE

MOLINA HEALTHCARE

2260 CONNECTOR DR

DALLAS, TEXAS 75220

10/2016- PRESENT

CUSTOMER SERVICE AGENT

Accomplishment

- INBOUND CALLS
- QUALIFYING MEMBERS FOR INSURANCE PLANS
- PROVIDING COPAYS AND BENEFITS FOR MEMBERS
- TAKING PREMIUM PAYMENTS
- PRIOR AUTHORIZATIONS

CMI GROUP

1201 MAIN STREET

DALLAS, TEXAS 75202

01/2015 - 07/2015

CUSTOMER SERVICE REPRESENTATIVE

Accomplishments

- INBOUND CALLS
- COLLECTING TIME WARNER PAYMENTS
- SET UP PAYMENT ARRANGEMENTS
- MULTITASK WITH TWO COMPUTER SCREENS TYPE SPEED 40 WPM

TEXACO

8300 CARTWRIGHT RD

MESQUITE, TEXAS 75181

08/2015 - 05/2016

CASHIER

Accomplishments

- CASHIER
- STOCK MERCHANDISE AND COOLER
- ORDER INVENTORY
- SALES IN LOTTERY
- DEPOSITS

ARDIAN INC,
625 WEST CENTERVILLE RD
GARLAND, TEXAS 75041
06/2016 - 10/2016
APPOINTMENT SETTER

Accomplishments

- SETTING APPOINTMENT
- PROVIDE CUSTOMER DEMOS
- SALES IN KIRBY
- CALL FINANCE COMPANY
- CHECK CREDIT STATUS

EDUCATION

PRIMAMED TRAINING INSTITUTE
RICHARDSON, TEXAS
MEDICAL ASSISTANT PROGRAM COMPLETED 12/28/2016
GRADUATED AS A MEDICAL ASSISTANT WITH CERTIFICATION
AND COMPLETION DIPLOMA
HANDS ON TRAINING ONSITE

MESQUITE ACADEMY MISD HIGH SCHOOL
MESQUITE, TEXAS
GRADUATED HIGH SCHOOL WITH DIPLOMA 06/20/2016

REFERENCES

BASED UPON REQUEST