

Tanna Skaggs
1011 Raider Str.
Lansing , MI 48912
(480)652-7911
tannaskaggs@hotmail.com

OBJECTIVE

I am seeking a position in Business Administration that will allow me to utilize my experience and educational background, while benefiting the Company's main objective.

SKILLS & QUALIFICATION

- Customer Service & Employee Relations
- Capable of analyzing the marketplace
- Fully equip with tools to in varies functional areas (managerial)
- Excellent in problem-solving & great in decision making
- MEDICAL BILLING and CODING, Health care Administration and Clerical work
- Knowledge in Medical Terminology and Medical Billing software, Med soft
- Skills in Medical Diagnosing, and Insurance Verification, as well as HIPPA Regulations
- The means to focus on specific areas of health care management to better enhance customer care and CSR within the company

EMPLOYMENT HISTORY

CSR/Cashier, Dollar General Lansing, MI 10/2013-01/2014

Cashiering, customer service, and keeping store stocked as well as clean and presentable.

CSR/DOS, Peckham Lansing , MI 02/2012-10/2012

CSR Telecommunication

Answered incoming calls and provided information to customers as well as transferred calls to proper departments

Intern , DRN Department of Natural Resources Lansing , MI 01/2012-02/2012

Data Entry, Electronic Filing, Participating in Team effort on new yearly To Promote State Grants.

EDUCATION & TRAINING

Bachelor of Science, Business Administration/HC Management, Colorado Technical University Online, CO

Associate, Medical Billing coding, At hem College, AZ

CERTIFICATES & LICENSES

Business Fundamentals Undergraduate Lev, CTU Online, CO
Professional Communication Undergraduate, CTU Online, CO
Human Resource Development Undergraduate, CTU Online, CO
Basics of Accounting Undergraduate Level, CTU Online, CO

VOLUNTEER & AWARDS

I volunteered at the Holt Heritage Assistant Living & Rehab Center, Rehab Holt, MI
I graduated with honors & a 4.0 GPA, along with the title of Magna Cum Laude (Highest Honor)
I volunteered with the Department of Human Resources, Lansing, MI

References available upon request