**[Administrative Assistant Customer Service](https://www.postjobfree.com/resume/ad1b5y/administrative-assistant-houston-tx)**

**Location:**Houston, TX

**Posted:**November 21, 2023

**Contact Info:**

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**Resume:**

Kortisha Kinney

12734 Chiswick Road

Houston, Texas 77047

(281)546-4797

Email: 5stronginloving@gmail.com

OBJECTIVE

Highly skilled professional looking to acquire position where my leadership and interpersonal skills can be utilized.

SKILLS

Extensive knowledge of Medical Terminology, health information, and medical insurance

Familiar with computer and Windows PC applications; ability to navigate and learn new and complex computer system applications

Ability to listen skillfully, collect relevant information, build rapport and respond to customers in a compassionate manner

Proficient in translating health care-related jargon and complex processes into simple, step-by-step instructions customers can understand and act upon

Proficient conflict management skills to resolve issues in a stressful situation

EXPERIENCE

07/2018 - 05/2021

Customer Service Representative • Xerox • Houston, Texas

09/2015 - 05/2018

Patient Access Representative • Medix • Houston, Texas

07/2011 - 06/2015

Provider Services Representative • United Healthcare • Houston, Texas

01/2009 - 06/2011

Administrative Assistant • Preferred Healthcare • Houston, Texas

Warehouse associate •Amazon fulfillment center Fresno Texas

02/2023 - 8/2023

Warehouse associate •Alcon/ Randstad Houston Texas

10/2023- current

EDUCATION

Houston Community College – Houston, Texas

Business Management – 2019 - Present

REFERENCES

Available upon request