

# Joe O. Akinola

## Data Entry Specialist

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Information Processor with more than 5+ years of experience in a fast-paced professional environment. Improved efficiency at Data Entry. Independently motivated team player aiming to boost departmental efficiency by successfully completing projects well within their deadlines.

### Area of Expertise

- Report Distribution
- Record Maintenance
- Google Workspace
- Microsoft Programs
- Document sourcing for data input
- Compilation and Verification Accuracy
- Data analyzation for deficiencies or errors, correcting any incompatibilities and checking output.

### Experience

**CVS | August 2020 - April 2023**

**Prior Auth Tech** (Remote Contract Position)

- Consult physicians/providers with questions, interpret clinical guideline criteria, and render/review coverage determination for prior authorization cases.
- Analyse errors and discrepancies in insurance.
- Analyse complex clinical information, coverage policy, and criteria information and work within regulatory guidelines to make coverage determinations.
- Medicare and formulary oversee and submission.

**Alt Platform | August 2018 - July 2020**

**Data Entry Senior Associate** (Remote Contract Position)

- Work cross-functionally with operations, customer, and trading partners to help maintain the accuracy and upkeep of Alt's sports cards portfolio.
- Audit Alt's incoming inventory from multiple sources.
- Input costs for inventory.
- Fill out submission forms when inventory is sent to external parties.

**Chicago Public Schools | August 2014 - July 2018**

**Special Ed Teacher Assistant**

- Provided support to the students through specialized accommodation, extra assistance, and educational assessments.
- Coordinated after-school tutoring hours with other teachers to help students in need of extra attention. Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents, and faculty.

Cigna | December 2010 - July 2014

### Data Entry Senior Associate

- Responsible for scrubbing enrolments using File-bound web application and other department systems and protocols.
- Performs a variety of data entry and verification duties. Ensures the accuracy and completeness of enrolment documents.
- Communicates with other departments to obtain necessary enrolment information.

## Education

### 2015 | University of Illinois

Urbana Champaign, IL

BS Molecular and Cellular Biology

### 2022 | Certifications

ACAMS

Bloomberg Market Analysis

### 2023 | University of Roosevelt Chicago

MBA Candidate

## Skills

- **Perform input of customer and account data** from source documents, in text based and numerical information form.
- **Organize information** according to priorities to prepare source data for computer entry.
- **Perform research** for finding further information if needed.
- **Review data** for deficiencies or errors, correct any incompatibilities if possible and check output.
- **Use appropriate data solutions, techniques, and procedures** to optimize the data entry activities.
- **Communication** for information and access relevant files
- **Privacy adherence** to corporate policies of data integrity and security and keep the corporate information confidential.
- **Oversee** the proper usage of office equipment and report any problems.

## References

- **Damola Fasortr**
  - Title: Compliance Analyst
  - Phone: (432) 599-5495
  - Email: dfasoroti2015@yahoo.com
- **Derek Kegyda**
  - Title: Cyber Security Analyst
  - Phone: (317) 661-1689
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- **Rina Banks**
  - Title: Cigna Manager
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