

TARA DEAN WILLIAMSON

PROFESSIONAL EXPERIENCE SUMMARY

- Experienced professional with over 6 years of experience in Data Entry and Excel
- Managed raw data through the utilization of Microsoft Office software such as Excel to create Pivot Tables and V-lookups.
- Established client accounts within applicable administrative system such as, Document Manager Database or Client Management Database, for all necessary business functions.
- Analyzed the team metrics database and held responsibility for the administrative tasks related to new business and was expected to correct/enforce audit changes.
- Updated client information in database using software such as Access Control System (ACS), Acute Imaging Journaling System (AIJ), Microsoft Office Tools such as Excel, and Citrix
- Resolved or elevated issues that came up by processing, identifying, and transferring documents into an internal system for the teams to perform a call process.
- Identified documents that contained protected information, extracted that information from the document, and recorded it in a data review platform such as Remote Desktop Workspace, Relativity, Microsoft Office Tools, Data Conversion System, and/or using an Excel spreadsheet.
- Used several media sites to locate contacts to generate emails for the company's outreach research projects and store them into Google Sheets
- Supervised all the sales and purchases that came in and out of the company with the Accounting Automated System software.
- Assist hospital employees with personal device setup, configuration and troubleshooting.
- Process enrolments and changes to member records
- Monitors and reviews eligibility reports daily.
- Call Notes Review and Claims via CIL

WORK EXPERIENCE

Allied Benefit System & NC Staffing
BPO Eligibility Coordinator

October 2022- March 2023

- Process enrolments and changes to member records
- Monitors and reviews eligibility reports daily.
- Provide customer service to client contacts.
- Coordinate with other Allied operational units to resolve problems (ie Customer Service via
- Call Notes Review and Claims via CIL
- Manage and execute daily, weekly, and monthly tasks.
- Assist with various team projects during Open Enrolment
- Perform other duties as assigned.

AdventHealth & Medasource
Hospital Technology Support Technician

September 2022-October 2022

- Assist hospital employees with personal device setup, configuration and troubleshooting.
- Provide a friendly and warm experience to the hospital employees upon arrival.
- Walk hospital employees through secure sign on authentication processes and other security measures.

New York Life & Rangam Consultants
Data Entry Associate (Remote)

December 2021- March 2022

- Established establishing client accounts within applicable administrative system for all business functions.
- Accountability for expeditious and accurate entry of information
- Scanned documents into data repository.
- Monitored team metrics database.
- Stages and processed client data
- Utilized Microsoft Excel to create Pivot Tables and V-lookups.
- Managed raw data.

BNY Mellon & Insight Global

May 2021 - December 2021

Data Entry Document Reviewer (Remote)

- Processed, identified, and transferred documents into an internal system for the teams to perform a call process.
- Reviewed sections of the respective agreements in place; flagged key items/ terms and input the information into the client system.
- Updated client information in database
- Resolved or elevated issues that came up

Epiq Global

May 2021 – August 2021

Data Entry Document Reviewer/ Data Analyst (Remote)

- Identified documents that contained protected information.
- Extracted information from the document and recorded it in a data review platform called Relativity and/or Excel spreadsheet.
- Process and review PHI and PII documents through HIPAA law.
- Performing data entry and quality control to documents.

Wondros

October 2020 - December 2020

Data Entry Operator (Remote)

- Lead Generation: Used several media sites to locate contacts to generate emails for the company's outreach research projects and store them into Google Sheets.
- Online Research: Did daily search for leads to store in Google Sheet database.
- Data Mining: Generated leads/contacts based on the company's requirements for their market research projects and store into Google Sheets.

Lead Frog Limited

Remote Freelancer (Remote)

September 2018 - December 2021

- Lead Generation: Used LinkedIn or other sites to locate, verify, update contacts from various companies and store in Google Sheets.
- Data Mining: Researched online for a required amount of data and transferred them into Microsoft Excel.
- Telemarketing: Made calls to different companies, collected information base on job requirements, and stored them into the system database.

EDUCATION

Excelsior Community College

Bachelor's Degree in Management Information Systems

Associate Degree in Management Information Systems

SKILLS

- Microsoft Office (Word, PowerPoint & Advanced Excel)
- Windows Operating System & Android IOS.
- Google Suite
- Document Manager Database
- Access Control System (ACS)
- Acute Imaging Journaling System (AIJ)
- Client Management Database
- Citrix
- Data Conversion
- Data Management