Tanya Trottier

Cell:541-303-4163

102 East 700 North Vineyard, UT 84059

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**Skills and Qualifications:**

Internet Explorer Nextel Dispatch System Operation PrintFlow Camera

Micro Soft Windows Typing 34 wpm/98% accuracy Axapta

Excel/Word Email/Outlook

Highly Developed Math Skills Team Leadership

10-key 4353 kph/97% accuracy Money Counting

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**Education:**

 North Canyon High School Phoenix, Arizona August 1997 – May 2001

 Eastern Oregon University La Grande, Oregon September 2009 – June 2012

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**Work Experience:**

Med USA, Sandy, UT. *RCM Specialist.* Medical billing, entering and verifying charges from clients. Managing claims, verifying correct information to receive payment. March 2022-November 2022.

Entrata, Lehi, UT. *Leasing Center Agent.* Work from home answering calls for rental communities. Provide assistance with work orders and new leads, data entry. 2018-2022.

 Temkin International, Payson, UT. *Quality Control.* Review print quality and approve or deny for movement to next stage, data entry, and spreadsheets. 2015-2018.

Hansen’s Vending, Provo, UT. *Office assistant*. Count money, answer phones, data entry, prepare daily deposit, and maintain records. 2013-2015.

Dialogue Marketing, Provo, UT. *CSR.* Answer Inbound calls and emails to assist customers of a

grocery store chain in California. 2012-2013.

McKenzie Tech, EOU, La Grande, OR. *Technician*.Hang, focus, and operate lighting system for McKenzie Theater, as well as operate the sound system for special events. 2011-2012.

Financial Aide office, EOU, La Grande, OR. *File clerk.* Sort, alphabetize, and file financial aide forms. Scan previous years files into computer system. 2010-2011

 E-telecare Global Solutions, Phoenix, AZ. *Warranty Exchange Specialist.* In-bound call center for AT&T Wireless phone warranty. Trouble shot and replaced cell phones under the guidelines of the manufacturer’s warranty. 2006 – 2009

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**Volunteer Skills:**

 Capri Care Center/Phoenix Baptist Hospital, Phoenix, AZ. *Gift Shop/Office.* Stocked shelves with new merchandise, operated cash register, set up displays, inventoried store and provided customer service to patrons of the store. Sorting and filing of office notes for Medical Records and Human Resources.

 Eastern Oregon University, La Grande, OR. *Ambassador.* Gave tours of campus to prospective

students. Helped new students get familiar with the campus. Assisted the admissions office.

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 References available upon request.