

MARYLAND E. JONES**6014 Hillvale Trail****Lithonia, GA 30058****(678) 418-6583**

Dear Hiring Executive:

I am contacting you to explore employment opportunities with your organization. I am interested in a position which will allow me to utilize my skills, knowledge and experience in the areas of claims processing and/or medical assisting. The accompanying resume will provide you with details regarding my background, education, experience, skills and abilities.

You will note that I have a wide range of experience in the insurance industry and have built a reputation as a diligent employee who is able to analyze, review and process medical, dental and indemnity claims in a timely and accurate fashion.

I am convinced that an individual with my talents, combined with my commitment to quality performance and 'can do' attitude, will make a valuable asset to your team, as I hold both a Medical and Nursing Assistant certification.

At your convenience, I would like the opportunity to meet with you to discuss the goals and objectives of your organization and how my experience and abilities will help in fulfilling them.

Thank you very much for your time and consideration. I am looking forward to hearing from you soon.

Sincerely,

Maryland E. Jones

Enclosure: Resume

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Lithonia, GA 30058
(678) 418-6583

OBJECTIVE

To secure a challenging and rewarding position with a solid, progressive company that offers opportunity for performance-based career advancement in a setting that best utilizes my experience and training background.

SUMMARY OF SKILLS

- Over 20 years experience in positions of increasing responsibility with rapidly growing insurance companies (HMO's, TPA's, and PPO's).
- Knowledgeable of Medicare parts A & B, Medicaid, Champus.
- Solid background in benefits administration, claims processing, and customer service.
- Excellent command of medical/dental terminology.
- Extensive customer service and provider communication.
- Skilled at organizing work and resolving problems that arise in day-to-day activities.
- Computer literate on IBM hardware and software in a Windows based environment.

CERTIFICATIONS

Medical Assistant • Nursing Assistant

WORK HISTORY

1999 - 2006	Perot Health Care	<i>Traveling Claims Analyst</i>	Dallas, TX
	<ul style="list-style-type: none"> • Traveled throughout the U.S. processing payments of HMO and PPO medical claims. 		
1997 - 1999	Insurance Staffers	<i>Traveling Claims Examiner</i>	Chicago, IL
	<ul style="list-style-type: none"> • Traveled and processed medical indemnity claims throughout the U.S. 		
1996 - 1997	First Health	<i>Benefits Examiner</i>	Atlanta, GA
	<ul style="list-style-type: none"> • Examined medical and dental claims for TPA. Met or exceeded claims quota. Provided excellent customer service. 		
1992 - 1994	CIGNA Health Care	<i>Benefits Analyst</i>	Atlanta, GA
	<ul style="list-style-type: none"> • Processed medical claims and provided excellent customer services. 		
1991 - 1992	Employee Benefit Claims	<i>Claims Examiner</i>	Atlanta, GA
1990 - 1991	Penn General Services	<i>Claims Examiner</i>	Atlanta, GA
1985 - 1987	Massachusetts Mutual Ins.	<i>Claims Examiner</i>	Decatur, GA

EDUCATION

M&M Education	<i>Certified Nursing Assistant</i>	Decatur, GA
Ross Medical Education	<i>Certified Medical Assistant</i>	Decatur, GA

REFERENCES

Available upon request.