

Sonya Crevis

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1104 Stonecreek Bend, Monroe, GA 30655

PROFESSIONAL SUMMARY

Reliable and punctual Administrative Assistant successfully handles fast-paced administrative work. Proven willingness to take on any task to support team and help business succeed. Offers strong communication and computer abilities.

SKILLS

- Revenue generation
- Relationship building
- Listen attentively
- Communicate persuasively
- Follow through diligently
- Microsoft Office

EXPERIENCE

Insurance Specialist

Smith Dental Care – Athens, GA | August 2020 - Current

- Verify dental insurance for patients receiving services at multiple locations
- Assist customers with billing concerns and questions
- Work with an eligibility team within a Billing Department

Accounts Receivable and Customer Service Representative

Future Services – Lawrenceville, GA | September 2019 - August 2020

- Allocated payments
- Completed the daily deposit
- Issued refunds for credit card payments and ACH payments
- Answered incoming calls from current and potential customers with requests on billing, service, and scheduling

Administrative Assistant

Pest USA Exterminating – Loganville, GA | October 2017 - July 2019

- Allocated payments for nine company branch offices
- Completed the daily deposit
- Generated invoices for renewals of yearly warranties and monthly statements
- Scheduled customer service appointments, leads for account managers, and renewal inspections

Insurance Administrator

Monroe Optical – Momroe, GA | January 2015 - October 2017

- Verified vision insurance benefits and eligibility for patients and retail customers
- Electronically filed insurance claims

- Responsible for accounts payable and receivable
- Scheduled patient appointments

Customer Service Representative

Allgood Pest Solutions – Lawrenceville, GA | September 2005 - July 2008

- Served the new builder construction accounts with documents necessary for real estate closings and installation of termite control on new dwellings
- Answered incoming calls from current and potential customer with request on billing, service, and scheduling

EDUCATION

Accounting

NC State University | Raleigh, NC