

MARTIN L. SMITH
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EMPLOYMENT OBJECTIVE: Seeking a challenging career position in ***Business / Account Management / Research or in a related capacity*** utilizing acquired skills, experience and training.

SUMMARY OF QUALIFICATIONS: *Skilled professional with extensive experience in Research, Discovery, Account Analysis, Accounts Payable, Reconciliations, Data Acquisition and Database Maintenance. Detail-oriented, with outstanding work prioritization skills and aptitudes. Team player with a positive work attitude. Experience working with individuals from a wide variety of backgrounds.*

EXPERIENCE:

PRESBYTERIAN HEALTH CARE SERVICES, Albuquerque, NM 1999-Present
Cash Research Specialist (2007-Present)

- Responsible for problem solving and management of in-house matters related to insurance billing and payments. Search and match payments with missing information to accounts.
- Contact insurance companies to gather payment information. Research and resolve patient payments issues in a timely, professional manner. Position utilizes skills in backtracking, data analysis and decision-making. Work within a fast-paced, high-pressure environment.
- *Accomplishments include:* Recognition received for outstanding job performance.

Account Manager (1999-2007)

- Investigated disputed account information and facilitated resolution. Managed primarily in-house matters, including payment posting and analysis of accounts.
- Processed and reconciled accounts receivable. Responded to and referred patient account inquiries. Followed up on accounts with vendors. Created spreadsheets to track special payments.
- *Accomplishments include:* Recognition received for outstanding job performance.

CHEVY CHASE BANK, McLean, VA 1996-1999
Title Specialist

- Conducted confidential document research and discovery. Processed nationwide title transfers.
- Managed database maintenance and report generation.
- Maintained ongoing client relations. Processed title and service requests.

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EXPERIENCE (Cont'd):

DEFENSE PROTECTION AGENCY, Arlington, VA

1984-1994

Police Officer

- Patrolled and secured classified facilities at the Pentagon (an exclusive jurisdiction). Mediated and resolved civil disputes and disturbances.
- Provided safety accompaniment to domestic and foreign dignitaries (U.S. Presidents, Queen of England are examples).
- Held Top Secret Security Clearance.

EDUCATION / TRAINING:

BIOLA UNIVERSITY, La Mirada, CA

2010

Master of Arts, Christian Apologetics

GPA: 3.87 /4.0

YOUNGSTOWN STATE UNIVERSITY, Youngstown, OH

1983

Bachelor of Science, Law Enforcement Administration

SKILLS:

Microsoft Office Suite

Proprietary software applications for database management

Communications / Public Relations

Team Player

PERSONAL:

Willing to travel/relocate. Salary: Negotiable.

Professional and Personal References Available upon Request

