



DIAMOND ANDERSON

EXPERIENCE

September 2023-Current

Trizetto Provider Solutions (Cognizant) • Customer Service Advisor • Taking inbound calls from doctors and providers assisting as their clearing house. Enrolling payers for clients to receive remits, electronic claims, eligibility, and EFT transactions.

August 2022–August 2023

Daily Pay Inc • Customer Service Representative • Taking inbound calls, emails, and chats from employees from our Daily Pay Partners to assist with their account and manage their financial needs. Earnings daily, weekly, bi-weekly, etc.

October 2021–February 2022

First Source • Insurance Agent • Helping members of insurance of the state of Florida. Including claims, appeals, complaints, quoting insurance, and also directing the members in the right direction to assist with their needs.

Skills – Organization • Fast Typing • Leadership • Quick Learner • Reliable • Mannerism • Customer Service Skills • Multi-Tasker•

EDUCATION

St. Louis Community College- Forest Park, Saint Louis, MO

- Major – General Studies
- Start Year: August 2017 – currently enrolled

Oakville Senior High School

- Attended: 08/2013 Graduated: 06/04/2017

COMMUNICATION

Hello, I am very happy you are taking the time to read over my resume today. As to be a part of your team, I am a very outgoing individual, and love working towards success when it comes to the job. I am very quick on my feet and love to grow within the company as much as I can. I work well in a customer service-based environment, along with problem solving. I can't wait to work with you all and show you who I am as an employee.

REFERENCES

Julie Rohr (Supervisor – Cognizant)

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Email: Julie.rohr@cognizant.com

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St. Louis, MO 63101

(314)-718-9551

calliyahrenee@gmail.com

OBJECTIVE

Extremely dedicated, organized, and team oriented. Outstanding customer service, communication, and interpersonal skills. Highly adept at assisting coworkers and customers utilizing best practices. Detail oriented, strong organizational skills with ability to carry out tasks with minimal • supervision.