

# DALLAS DEVORE

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## SKILLS

- Coordination
- Reliability
- Problem solving
- Medical terminology
- Office equipment operation
- Clerical Support
- Fast Learner
- Job Shadowing

## PROFESSIONAL SUMMARY

Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals. Willing to take on any task to support team and help business succeed.

## EXPERIENCE

### Internship Student, Jun 2023 - Sep 2023

Able Mediation and Counseling Services, Rancho Cucamonga, California

- Ensured healthcare providers met specific documentation requirements essential in proper recordkeeping and claim reimbursement.
- Recorded, stored and reported medical coding information to create statistics of healthcare encounters.
- Reviewed member medical records for providers to verify diagnosis and procedural data.

### Paraprofessional, Aug 2022 - Jun 2023

The School of Arts and Enterprise, Pomona, California

- Mentored struggling students, explaining class materials and helping with specific problems.
- Participated in professional development and training to boost skills.

### Security Officer, Jan 2022 - Aug 2022

Garda World, Ontario

- Enforced site rules, regulations and standards.
- Decreased conflicts using de-escalation and crisis management techniques.

### Receptionist, Jun 2021 - Dec 2021

Operation New Hope, Rancho Cucamonga, California

- Greeted incoming guests, notified personnel of guest arrivals, and directed individuals to correct meeting spaces.
- Delivered exceptional customer service by offering requested information and independently resolving issues.
- Directed numerous calls per day to appropriate recipients using multi-line system.

### Security Officer, Aug 2019 - Jun 2020

Securitas, Fontana, California

- Prepared detailed, accurate written incident reports.
- Responded to reports of suspicious or unusual activity.

## EDUCATION

### 2023 Medical Billing & Coding Certificate - Health care administration

Chaffey Adult School, Ontario, CA, May 2023