

YIQING (GEGT) TAN

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EDUCATION

<i>Medical Billing & Coding Certificate</i>	2019
Edmonds Community College, Lynnwood, WA	
<i>Certificate at Personal Financial Course</i>	2016
Neighborhood Trust Financial Partners, NY, NY	
<i>B.A. in Accounting; Minor in Business Administration</i>	2013
Western Washington University, Bellingham, WA	

QUALIFICATIONS AND SKILLS

- Certificate with medical terminology
- Statements, billing data and record keeping for services rendered
- Keyboarding data entry skills 40 wpm
- Proven proficiency with computing credit terms, discounts, or rates for services to complete billing documents
- Excellent customer service skills in receiving, and relaying messages to assist visitors
- Bilingual--Chinese

RELEVANT WORK EXPERIENCE

<u>Cruise Line Agent</u> , Metro Cruise Seattle, Seattle, WA	2018 - 2019
<ul style="list-style-type: none">• Answered security photo concerns from guests• Assisted nearby colleagues in solving embark guest issues• Helped guests split settlements support with their authorized agreements• Accurately completed computerized guest check-ins by reviewing their travel documents	
<u>Parent Coordinator</u> , Brooklyn Chinese-American Association, Bklyn, NY	Mar - Sep 2017
<ul style="list-style-type: none">• Recruited and enrolled children according to program recruitment policies on an ongoing basis• Maintained program records such as children's health files, monthly attendance and staffs' portfolios• Worked with other program staffs and respective families to ensure that children with mental health issues or disabilities secured the services they need• Resolved enrollment declined notifications with prospective families	
<u>Payroll Assistant (temporary assignment)</u> , NY&C, New York, NY	Sept 2016
<ul style="list-style-type: none">• Detected the difference between the company self-calculated and multi-state taxes• Filed the released and terminated garnishments in response to their employment status and case numbers• Opened and closed employees' direct deposit accounts in Lawson• Generated letters to active employees' whose direct deposit applications were incomplete• Verified employees' abbreviated names by contacting their garnishment case agent	

OTHER PROFESSIONAL EXPERIENCE

Food Demonstrator, 99 Ranch Market and H Mart, Lynnwood, WA Oct 2019 - present

- Present a positive atmosphere
- Interact with customers in a friendly and enthusiastic manner
- Use knowledge to answer questions from potential clients
- Assist other crew members in setup, organization and close down of work area

Inventory Cycle Count, Nordstrom Rack of Lynnwood, Lynnwood, WA Jan 2018 - present

- Give full attention to financial or transactional data accuracy
- Administrate data and other records concerning costs of goods or services