

Raheem Richardson

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A Billing Specialist with five years of experience, specializing in accounting, billing procedures, accounts receivable (AR), and process improvement. A proven track record of leading initiatives to automate billing processes and enhance organizational effectiveness.

Education

Bachelor of Science (B.S.)
Accounting
University of Miami, Miami, FL
September 2013 - May 2017

Key Skills

- Billing Operations
- Accounting
- Data Analysis
- Accounts Receivable (AR)
- Process Improvement

Professional Experience

Billing Specialist
Miami Dental Insurance Co., Miami, FL | May 2018 – Present

- Oversee billing processes for a premiere dental insurance company, retrieve and analyze customer account information, resolve billing discrepancies, and coordinate with dental practices to review invoices and ensure accuracy
- Identify billing discrepancies across five dental practices and uncover inaccurate charges impacting 30+ customers, resulting in over \$40K in overcharges
- Field inquiries from customers regarding copays, insurance coverage, and premiums

Billing Specialist
PaperForBusiness Inc., Miami, FL | May 2017 – May 2018

- Created, monitored, and delivered invoices for a paper distributor valued at \$10K-\$30K, fielded inquiries from client businesses on pricing and billing
- Identified aging and delinquent customer accounts, coordinated with clients to resolve payment issues, and eliminated over \$15K in aging AR