

Sylvia Duong

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206-349-1716

Accounting / Finance

Position I Am Seeking: Accounting Assistant or Payroll

**QUALIFICATIONS:** Enthusiastic, dependable, and conscientious individual with good work experience. A quick learner with attention to detail and accuracy who works well in a team environment or independently.

**EXPERIENCE:** ABM Janitorial Services, Seattle, Washington (05/07 to 08/18/09)  
-Payroll Administrative - Apprentice Report - Distribute to all managements at ABM

Virginia Mason Medical Center, Seattle, Washington (07/06 - 03/07)  
-Medical Insurance Billing I

AT&T Wireless Services, Bothell, Washington (09/98 - 12/03)  
-National Business Services/Billing Coordinator

Bank of America, Seattle, Washington (09/91 - 10/07)  
-Bank Teller, responsible for operating proof machine, daily balance entries and maintenance corrections as necessary; batch balancing.

#### PROFESSIONAL PROFILE

- Skilled specialist in system programs such as Axys, CBIS, Best/Laser, Lightbridge, Convergys, Oracle, Cetrax and Unix, IDX system for BAR and HPA, Cerner Applications notes for Provider, Research Meditrieve for insurance payment.
- Proficient in Excel, Word, PowerPoint & Exchange, Ten Key Olympic Proof Winner
- Knowledge of following insurance program: Medicare, Medicaid, BC/BS, FC, etc. Coding CPT and ICD-9, HCPCS-1500 claim form
- Bilingual in Chinese and Vietnamese

EDUCATION: Bellevue Community College, Bellevue, Washington

Associate of Science (06/89)

Certified Nursing Assistant (1985)