

## **Lorrie Jenney**

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Montgomery, PA 17752  
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## **Experience**

### **United Concordia**

October 2004 - Present Customer Service Representative Williamsport, PA

- Answered phones
- Processed claims
- Prepare correspondences
- Review claims, enrollment and benefits with subscribers and providers.

### **Depasqeula Staffing**

March 2004 - October 2004 Customer Service Representative Williamsport, PA

- Reviewed enrollment and benefits with subscribers
- Reviewed billing issues with the subscribers

## **Education**

Williamsport High School  
GED

## **Skills**

- Microsoft Word
- Microsoft Excel
- General Administrative Duties
- Lotus Spreadsheet