|  |  |
| --- | --- |
| Nancy Sabah  660 S. Brampton Way  Salt lake City, UT 84104  asabah@mymail.slcc.edu |  |
| Employment History |
| Insurance verifier March 2009 - present Orbit Medical, Salt lake City, UT   * Verified patients insurances and benefits * Acquired accurate coverage for different services * Updated patients demographic information |
| Power Wheelchair Sales Rep July 2007- March 2009 Orbit Medical, Salt lake City, UT   * Qualified patients in need of Power Wheelchair * Acquired adequate paper works from Physicians * Coordinated information between physicians, patients and insurances providers |
|  |
| Student information Specialist Aid March 2006- December 2006 Robert Morris College, Chicago, IL   * Arranged students’ documents and folders * Processed students’ Transcripts * Operated phones systems for staff’s members during breaks |
| Education |
| 2008 - Present University of Utah, Salt Lake City Utah   * Bachelor of Sciences in Psychology December, 2012 |
| Other Experience |
| Obtained Organizational, Interpersonal and communication skills, Fluent in French |
|  |
|  |