



DEVIN NALLON

Esthetician

Profile

I am a qualified and professional skin care specialist. I am passionate about providing quality service and making people feel more confident by creating evidence based skin care regimens. Strong creative and analytical skills. Team player with an eye for detail. I learn very quickly and will become an effective and efficient asset to any team.

EXPERIENCE

INSURANCE CLAIMS SPECIALIST

Lee Health

7/2019 -

11/2022
I worked on the insurance correspondence team processing refunds of insurance overpayments. I reviewed EOBs and determined the proper filing order of insurance coverages by reviewing coverage and eligibility. Experienced in accessing benefits through payer portals, mail, and phone. I use deductive reasoning to remove and post applicable adjustments on patient accounts. I am also experienced in creating/sending appeals and medical records, by properly reviewing denials/requests and insuring all needed documentation is included for positive results.

ADMINISTRATIVE ASSISTANT

U-Haul

8/2018 - 7/2019

I worked as a customer service representative and also as an administrative assistant to the general manager. I created and maintained filing systems for invoices, incoming and outgoing BOL's, truck sales, and bank deposits. I scheduled and maintained the appointment log. I also became a resource for other members of the staff. I received emails on updates in procedure and taught employees the new procedures. I assigned tasks to employees to keep day to day operations flowing.

LEAD SERVER

Mr. Brews Taphouse

10/2016 -

8/2018
I handled opening and closing duties, assigned stations and side work to servers, count and maintain cash drawe, and ordered products from vendors to ensure we never ran out.

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📍 Cape Coral, FL

EDUCATION

NORTH FORT MYERS HIGH

Graduated

2012

FLORIDA

Skin Care

ACADEMY

Graduated February 2023

SKILLS

- Facial Massage
- Facial Waxing
- Brazilian Waxing
- Chemical Peel Facials
- Back Facial
- Ultrasonic Facial
- Skin Analysis
- Customer Service
- Proper Sanitation
- Time Management