

# Tarra Davis

San Antonio, TX  
(210) 956-3275  
tarra.davis26@hotmail.com

## SKILLS

Knowledgeable in medical and dental terminology  
Experienced in patient scheduling, intake, and treatment coordination  
Skilled in insurance verification and claims processing (Medicaid, PPO, HMO)  
EMR/EHR software proficiency  
Excellent communication and customer service skills  
Ability to multitask in fast-paced clinical and office environments  
HIPAA compliant and detail-oriented with patient documentation

## EXPERIENCE

Alamo Maxillofacial Surgical Associates (USOSM), *San Antonio* — **Patient Care Coordinator (PCC) / Treatment Coordinator**

April 2023 - July 2024

- Scheduled consultations and surgical procedures for about 30 patients weekly
- Verified insurance benefits and submitted pre-authorizations for oral surgeries
- Provided detailed financial consultations and coordinated treatment plans
- Supported the surgical team with patient chart prep and documentation
- Received the “USOSM Power Award” for outstanding performance and patient care

Mac Haik’s Southway Ford, *San Antonio* — **Sales Consultant**

April 2022 - April 2023

- Delivered tailored sales presentations to meet customer needs and boost client satisfaction
- Maintained accurate records of sales and finance applications
- Worked closely with finance and service departments to streamline the buying process
- Recognized for consistently meeting monthly sales goals

AutoNation USA, *San Antonio* — **Sales Consultant**

August 2021 - April 2022

- Built strong client relationships by identifying individual needs and offering personalized solutions
- Assisted customers in financing and warranty plan selection
- Worked in a fast-paced, high-volume sales environment while maintaining excellent service
- Provided clear communication across departments to ensure smooth delivery process

**CarMax, *San Antonio* — Sales Consultant**

December 2018 - August 2021

- Educated customers on vehicle features, warranties, and financial options
- Collaborated with internal departments to manage documentation and vehicle delivery
- Maintained CRM records and followed up with prospects to increase sales conversion
- Contributed to high customer satisfaction score through transparency and integrity

**EDUCATION**

**Galen College of Nursing, *San Antonio* — Bachelor of Science in Nursing (BSN)**

October 2024 - Present

GPA: 3.86

- President's List, Dean's List
- Coursework includes anatomy, pharmacology, and patient care management

**John Marshall High School, *San Antonio* — High School Diploma**

Graduated: 2017

**CERTIFICATIONS**

BLS (CPR & AED), American Heart Association

First Aid, American Heart Association

HIPAA trained

**AWARDS**

President's List & Dean's List - Galen College of Nursing

USOSM Power Award - Alamo Maxillofacial Surgical Associates