

Administrative Assistant/Receptionist (Healthcare)

ROBERT SMITH

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Objective

Skillful Administrative Coordinator with more than 10 plus years of combined experience in the Healthcare and the Fashion industries. Providing administrative support to management which includes A/P, account reconciliation, p-card, inventory, administrative clerical skills, and additional duties as required. Proactive and reliable, great interpersonal and organization skills with remarkable ability to multi-task a variety of responsibilities and challenges.

Skills

Knowledge Of Insurance, Excellent Verball And Communication, Experience With Data Entry Software And Microsoft Office Software, Ability To Maintain Good Communication With Public, Ability To Resolve Issues And Make Decisions

Work Experience

Administrative Assistant/Receptionist (Healthcare)

Radiologists Of North Iowa - October 2007 – April 2018

- Performed general accounting activities including invoices, processing credit applications, making bank deposits and reconciling statements, using defined established accounting policies and procedures.
- Prepared sales orders and estimated and compiled sales reports, assisted staff in resolving invoice problems and customer relations.
- Oversaw purchase of office supplies and equipment, ensured supply needs are met and minimize cost.
- Associated with property manager/ landlord regarding overall maintenance of the building.
- Researched account transactions, demonstrated a keen ability to recognize and resolve discrepancies.
- Followed through on timely and accurate month-end closings and report activity.
- Processed medical insurance claims gathering all necessary data to process the claim.

Assistant Manager

Victorias Secret - March 2005 – October 2007

- Resolved all staff conflicts, hired and trained new staff and monitored work practices amongst the sales associates.
- Set register tills at beginning of shifts and handled the cash register including cash, credit sales plus refunds and exchanges.
- Handled all aspects of inventory, bookkeeping and payroll, performed daily bank runs.
- Trained and educated employees on tools that make the customer experience quick, easy, and fun
- Provided feedback to corporate for local events that may influence issued working hours.
- Audited store's procedures for inventory management with a goal of 100% accuracy of inventory counts.
- Contributed to continuous improvement of the customer experience and store operations by participating the in the development of best practices and continuous product knowledge.

Education

General - (Ventura High School - Ventura, IA)