

Robert Smith

Junior Administrative Assistant/ Receptionist

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SUMMARY

An experienced administrative assistant and payroll specialist with involvement on both state and federal levels. Excellent customer service and organizational skills with the ability to prioritize tasks in a fast paced environment. Proficient in Microsoft Office. In search of an opportunity to utilize my experience in the human resource field, specifically my skills of payroll administration, employee relations and development, conflict resolution, and lastly benefit and compensation.

SKILLS

Microsoft Office Suite: Word, Excel, Outlook, Access, PowerPoint, AS4500, Photocopier, Calculator

WORK EXPERIENCE

Junior Administrative Assistant/ Receptionist

Austin Psychiatric Consultants - April 2017 - Present

- Opening and setting up office every day, distributing patients charts and all other necessary materials to each providers office according to the specific services being performed each day.
- Fully responsible for scoring all psychological assessments performed by psychologists, after scoring providing all the scored testing material to the provider for review.
- Answering phones, transferring calls, scheduling appointments, check-in/checkout patients, collecting payment, monitoring patient accounts/balances, sending past due letters to patients, emailing potentially new patients proper paperwork and explain policies.
- All clerical responsibilities, perform personal assistant duties on days psychiatrist in on staff such as making sure psychiatrists specific needs are met coffee, water, specific pens, candles, office temperatures, etc.
- Creating and editing Excel spreadsheets, tracking deductibles, calling insurance and verifying benefits for each patient.
- Handling emergency situations when a patient is in crisis-call nearest inpatient facility and have the patient admitted, creating notes for the patient chart following an emergency situation.
- Following up with the facility to ensure patients arrival, communicate updates to patients provider and create notes for their chart to document our every step taken.

Substitute Teacher

Austin Isd - 2016 - June 2017

- Responsible for providing the daily lesson plans according to the districts requirements.
- Managed the classroom environment, provided activities, materials, and promoted student learning in the absence of the regular classroom teacher.
- Followed specific scheduling according to each "job" (specials, recess times, restroom breaks, and dismissal procedures.).
- Responsible for providing the daily lesson plans according to the districts requirements.
- Assisted with morning procedures in the main office, attendance, tardies, visitors, answered phones, relayed messages.
- Operated copy machines/printers while preparing large amounts of xerox copied notices to distribute among faculty mailboxes.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

Associate Of Science in Business Management - 2013(Brown Mackie College)