

Robert Smith

Administrative Assistant/Receptionist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Administrative Assistant with 2+ years experience in registering patients, scheduling appointments, recording and filing patient medical records, answering telephones, communicating with other physician offices as well as hospitals, typing letters, and transcription. Also, have some experience with OB medical coding.

WORK EXPERIENCE

Administrative Assistant/Receptionist

O&M Industries - December 2016 - August 2017

Responsibilities:

- Answered the phones ensuring that all calls were forwarded to the proper personnel in an efficient and professional manner.
- Typed up job proposals, bids, change of orders and other correspondence for several project managers using Microsoft Word.
- Responsible for the entry and proper upkeep of data in numerous spreadsheets using Microsoft Excel.
- Created new spreadsheets to properly track items of interest to the company.
- Sorted through all old files at our sister company Air Tight and instituted new naming conventions for files, new filing conventions for current proposals, estimates and jobs, along with new filing conventions for old jobs and other administrative files.
- Responsible for the entry and proper upkeep of all data for Air Tight customers, job proposals and estimates in QuickBooks.
- Coordinated domestic and international travel, including post-travel debrief, expense reports, etc.

Temp

Foxfarm Soil & Fertilizer Company - January 2015 - July 2015

Responsibilities:

- Properly filled and sealed bags and bottles of product in an efficient manner to be sent for shipping.
- Stacked product on pallets to be wrapped, loaded on trucks and shipped.
- Visually inspected product while filling to ensure that it was properly mixed.
- Monitored and added ingredients to the main mixer for the product to ensure its quality.
- Locked out tag out certified in case the need arose to enter into restricted areas to fix and/or clean out company equipment.
- Respirator qualified to be able to work in restricted areas that required breathing apparatus to be worn.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you don't need it you can delete it.

SKILLS

Office Administration,
Medical & Dental
Office And Assisting In-
Patient Care, Patient
Registration, Microsoft
Word, Excel, EHR
Computer Programs And
Demographics,
Insurance Verification,
Medical Records,
Referrals, Medical And
Dental Programs,
Microsoft Office, Direct
Assisting Of Patients And
Procedures, Vital Signs,
Administering Pain
Injections, Dental
Radiology And Accounts
Receivable.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Computer Engineering Technology - (Coleman College - La Mesa, CA)

High School Diploma - September (Arcata High School - Arcata, CA)