

# Robert Smith

## Admissions Clerk Asst

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Seeking to secure a customer service position, offering extensive experience working in a fast-paced environment demanding strong organizational, technical and interpersonal skills. Select qualifications include: Able to multi-task effectively, resolve issues, detail-oriented and resourceful in completing projects, and committed to superior external and internal customer service. Patient care assistant with over twelve years of experience in providing care to a diverse patient population.

### **SKILLS**

Microsoft Word, Excel,  
PowerPoint, Access.

### **LANGUAGES**

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

### **WORK EXPERIENCE**

#### **Admissions Clerk Asst**

**ABC Corporation - June 2009 - June 2011**

##### *Responsibilities:*

- Accommodated and correlated incoming phone calls to the designated unit and relays messages accurately and clearly to the people concerned.
- Performed patient admissions while adhering strictly to the standards set by the medical institution.
- Ensured the accuracy and validity of the pertinent entries on the patient records sheet.
- Established effective rapport with the patients and their significant others, hence creating a medium of open communication.
- Maintained the completeness of patients records.
- Made inquiries and validated information regarding patients insurance.
- Maintained confidentiality of all information pertaining to the patient, either verbal or written and ensures that such information is used only for the therapeutic purposes of the client.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

#### **Admissions Clerk**

**ABC Corporation - 2007 - 2009**

##### *Responsibilities:*

- I started out in the public relations dept., then i transferred into Admissions.i would admit patients in the main hospital, also the rehab. center.Such a distance we had to use the tunnel, and drive the golf carts to each location.
- I was voted most professional, and received a 5 yr. award for being at emory.
- i really enjoyed meeting, and greeting the vips, that would come thru.
- carroll oconnor, loretta lynn etc.
- Skills Used public relations, paging operator, worked surgery, medical records, etc.i also worked with the billing dept., we would do the billing for the medicaid, and medicare dept..

### **Education**

Nursing - 2008(Millsap Career and Technology Center - Starkville, MS)

