

ROBERT SMITH

Audit Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a responsible and challenging position in the Administrative field of a growth-oriented organization and to further my professional development by gaining innovative technical career skills which will allow me to both further utilize my skills and acquire new ones. Highlights Microsoft Office Proficiency Invoice Processing Scheduling Customer Service Proper Phone Etiquette Flexible Proficiency in LIS System.

CORE COMPETENCIES

Microsoft Office Suite, Filing, Data Entry, Triage.

PROFESSIONAL EXPERIENCE

Audit Coordinator

ABC Corporation - February 2007 – July 2016

Key Deliverables:

- Monitored all email correspondence to ensure a timely response to requests and/or questions.
- Prepared and distributed checklists and forms relating to audits and inspections.
- Reviewed and approved auditor and inspector invoices.
- Assisted in preparing invoices.
- Sent weekly and monthly information emails to auditors/inspectors in accordance with audit procedures.
- Prepared and sent certificates to auditors before an audit.
- Created, analyzed, and maintained queries for relevant data Managed programming database for all loan packages and files requested and received.

Audit Coordinator

Delta Corporation - 2003 – 2007

Key Deliverables:

- Oklahoma City, Oklahoma Ensure employee compliance with the healthcare compliance and business ethics policies and guidelines Evaluate all .
- Completed audit assignments and distributed to auditors; Responded to inquiries regarding audits; Closed and filed completed audit folders Rescinded .
- Performed Audit reviews on GFSI audits including BRC and SQF code food audits Assisted in Vendor/Supplier performance, Risk Assessment and Customer .
- Responsible for compiling documentation, communicating with pharmacy staff and health insurance carriers, and recording audit information in a .
- Provided intermediate-level training and assistance on Microsoft Office software, and provided feedback to assist in the design of a new 3rd-party .
- Used Demonstrated attention to detail, effective time management, knowledge of Microsoft Office software, ability to adapt to rapid changes.

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- Processed records requests for audits, maintained extensive medical and financial records from service providers, and assisted the Assistant .

EDUCATION

- GED