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Business Service Representative

SUMMARY

An innovative, high energy professional with strong organizational, follow up, and problem solving abilities. Works well independently and as a member of a team with a capacity to quickly master new concepts and procedures. Experienced in sales, marketing, and customer relations with strong public speaking skills. Possess excellent oral and written communication skills, flexible, versatile professional who takes pride in her work.

SKILLS

QuickBooks, BillQuick, Word, Excel, Access, Salesforce, Laserfiche.

WORK EXPERIENCE

Business Service Representative

ABC Corporation - 2002 - 2012

- Representative who listens, learns and assesses business needs, and matches with appropriate Services designed to specifically address the employers needs.
- To thoroughly research all inquiries and design a plan for the employers that will incorporate a variety of options or suggestions.
- Contact employers in designated areas to explain, promote and facilitate employers use of available resources.
- Effectively grow and manage a portfolio of businesses in two different designated geographic areas.
- Provide quality assurance for job orders by following-up with employers on their status.
- Assist employers with Employ Florida (website where job orders are posted).
- Assisted staff and employers with computer programs.

Business Service Representative

Delta Corporation - 1997 - 2002

- Managing client accounts Dialing out a minimum of 150 times per shift or meeting two and a half hours of talk time Promoting packages and presenting.
- Handle money transactions, provide assistance for money transfers, send/receive faxes, answer incoming phone calls, send billing information, perform .
- Pre-registration of new patient information over the phone for next day appointments, maintaining office supplies for front office, collecting .
- Consult with adjusters on medical/ vocational case management services as well as bill auditing services.
- Set up of panel and divisional independent medical exams.
- Identify additional revenue opportunity within existing accounts.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Leadership Training - 2010(DWCP-ES-Dynamic Works Institute)