

Clerical Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Dedicated bilingual team player that always strives for excellence to obtain a position that I can use current skills and develop new ones. Always looking for new challenges and am willing to take on a multitude of new projects.

Skills

Medical Office, MS Office, Management.

Work Experience

Clerical Coordinator

NORTHERN KY HEALTH DEPARTMENT - March 2015 - 2020

- Organized the administrative support for the Kenton County Health Center and supervising 6+ clerks.
- Produced timely reports, tracked billing discrepancies to minimize loss revenue, tracked billing write offs, payment posting, payment plan set up, prepared deposits.
- Placed purchase orders, and maintain supply orders.
- Distributed daily mail, inner-office mailing, and prepared package mailings. Conducted interviews, new hire orientation, and training.
- Monitored and created work assignments, tracked performance, resolved daily issues, and maintained work flow.
- Distributed side duty workload. Conducted audits for quality of work.
- Conducted clerical meetings, participate in clinic weekly meetings.

Clerical Coordinator

Delta Corporation - 2010 - 2015

- Assisted administrative staff with work overflow Answer multi-line telephones and ensured that callers are helped Registered, checked in, and checked.
- Faxing referrals, answering phones, scanning paperwork Supervisor Dr.
- Compiled and coordinated all clinic activities while multitasking other job duties.
- Ordered patient test, labs, and gathered patient information from other facilities to equip the doctor with needed decision-making tools.
- Improved client satisfaction through excellent customer service.
- Managed incoming phone calls to set appointments for patients.
- Provided customer service during arrival and check out to ensure a positive experience.

Education

Bachelor's in Nursing- 2011(Gateway Community & Technical College - Edgewood, KY)