ROBERT SMITH

Clerk Specialist

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Experienced Clerk Specialist with stable work history and experience in diverse methods of instruction and vast clerical duties I bring flexibility and versatility to work. Along with the ability to adapt quickly to new environments and individuals; self-motivated, dependable and ready to work.

EXPERIENCE

Clerk Specialist

ABC Corporation - SEPTEMBER 2010 – JULY 2014

- Greeted Customers as they came in for various different needs.
- Helped them with requests for immunizations, TB tests, radon testing, med refills, water testing, or any other appointment or need they may have.
- Answered the phones and answered the various questions or directed them to the correct person or facility.
- Supported staff in various duties.
- Set up appointments for clients and checked in the client, scanned documents into the database, received and entered the information of clients demographics and insurance information into the database, and provided the staff with any necessary information they may need.
- Helped with filling out the information for green cards for the staff and clients.
- Created and presented announcements to students and staff.

Clerk Specialist

Delta Corporation - 2007 – 2010

- In charge of all office matters, to include customer service, database and record management and customer service Referred information to the proper .
- Read/interpret sentencing orders, transport orders, Nunc Pro Tuncs and other court related documents.
- Calculate, based on court orders, tentative discharge dated for offenders sentenced to serve a prison term.
- Contact Judges, County attorneys, Clerks of Court for additional documents, and question whether every section of Iowa Code was followed while .
- Run NCIC background checks and place detainers.
- Medical Records chart reviews Locating charts Preparing transfers for out going and in coming charts Filing Breaking down of charts Vault Audits Mail .
- Answered calls from people seeking medical records Logged medical records into a spreadsheet Maintained a large portion of medical

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EDUCATION

- Bachelor's in Accounting - September 2010(South Dakota State University - Brookings, SD)

SKILLS

MS Office, Management, Office Supplies.