Client Service Specialist/Accounting

ROBERT SMITH

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Objective

My objective is to work as a Medical Receptionist, that offers the opportunity to learn and to progress within the company.

Skills

MS Office, Customer Service, Sales, Receptionist.

Work Experience

Client Service Specialist/Accounting

ABC Corporation - December 2010 – March 2013

- Answer Phones File Charts Balance and Handled cash register Schedule appointments Record in medical records Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
- Complete forms in accordance with company procedures.

Client Service Specialist

ABC Corporation - 2008 – 2010

- Assisted clients with any issues regarding their financial needs and helped team mates obtain referrals for new business.
- Also assisted tellers as needed.
- Financial Services Representative As an FSR I opened new accounts, opened and redeemed certificates of deposits, obtained and submitted loan applications for unsecured, auto and home equity loans.
- Partnered with mortgage loan officers and investment officers to obtain the clients complete banking portfolio.
- Also assisted clients with any issues regarding accounts, loans or banking concerns.
- Teller I was a part-time Teller for SunTrust Bank on Signal Mountain.
- Responsible for transactions such as deposits, loan payments, cash withdrawals and balancing a cash drawer..

Education

Bachelors of Arts in Psychology - 2014(Southern New Hampshire University - Manchester, NH)

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