ROBERT SMITH

Sr. Clinic Coordinator

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SUMMARY

To obtain a full time position in public service as an Administrative or Executive Assistant.

CORE COMPETENCIES

Micosoft Office, Management.

PROFESSIONAL EXPERIENCE

Sr. Clinic Coordinator

ABC Corporation - August 2008 – March 2020

Key Deliverables:

- Scheduled over 8,000 medical appointments, follow-up appointments and referrals which increased annual quotas with the Department of Health and Human Services by 60 percent.
- Identified various key elements related to patient care through triage thereby, patient visits were congregated to what was medically necessary.
- United States Navy Reserves Administrative Department Head / Security Forces $8500.00 annually and 14 years of Service As Administrative Department Head, I oversaw and trained a staff of 4 internal personnel on letter correspondence, rough drafts, letter revisions and United States Navy Regulations.
- Consistently play a key role on institutional knowledge in which increased effective communication and coordination with my Commanding Officers and peers.
- Coordinated and directed STD, and TB clinics services.
- Identified improvements and adjustments needed to insure clinic effectiveness and efficiency.
- Prepared and administrated daily reports.

Clinic Coordinator

Delta Corporation - 2004 – 2008

Key Deliverables:

- Created a binder of therapeutic interventions and translated them to Spanish with the assistance of my co-assistant Provided support to the Program .
- Scheduled employees from various companies through our data base of clinics Administrative and documentation skills used daily, filing, updating data .
- ${job_description23}
- Health Centers in Schools Clinic Coordinator $12.00 hourly and 5.5 years of Service As Clinic Coordinator, I analyze and implement data into medical software.
- Expertly generate medical data into report form which exceeds expectations of requirement.
- Provided an inclusive work environment, free from discrimination and ensuring all federal and state regulations were met.

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- Accomplished this by collecting, analyzing human medical data and statistics from various sources to get an accurate analysis of the overall historical data of patients.

EDUCATION

- AAS in Medical Office Administration - (Virginia College - Baton Rouge, LA)

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