



# ISABELLA CLARK

## Front Desk Coordinator/Bookkeeper

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Bilingual Communication



Technical Proficiency



Research Skills



Office Management



Financial Recordkeeping



Feedback Collection



### 🚀 INTERESTS

🚴 Cycling

🌿 Gardening

👜 Fashion

🐾 Running

### 👊 STRENGTHS

🤝 Empathy

💡 Ingenuity

✍ Creativity

↔ Flexibility

### 🗣 LANGUAGES



English



Italian



Swahili

### 🌟 ACHIEVEMENTS

🌟 Streamlined office processes, reducing response time to client inquiries by 30%.

🌟 Implemented a new scheduling system that increased appointment efficiency by 25%.

### 👤 PROFESSIONAL SUMMARY

Accomplished Front Desk Coordinator and Bookkeeper with 5 years of experience in enhancing office efficiency and client satisfaction. Expertise in managing schedules, handling inquiries, and performing bookkeeping tasks. Adept at creating a welcoming environment and fostering positive relationships. Eager to leverage my organizational skills and commitment to service excellence in a dynamic team setting.

### 💼 WORK EXPERIENCE

#### Front Desk Coordinator/Bookkeeper

📅 Mar / 2022-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Communicated effectively with customers to provide information about services, take orders, and resolve complaints.
2. Ensured customer issues were addressed promptly, leading to improved satisfaction ratings.
3. Handled billing inquiries and payments, maintaining accurate financial records.
4. Coordinated office operations, including managing mail distribution and ensuring equipment functionality.
5. Oversaw office maintenance requests, ensuring timely repairs and a safe working environment.
6. Managed correspondence and scheduling for a busy front desk, enhancing operational flow.
7. Maintained organized records and documentation for efficient office management.

#### Insurance Coordinator And Front Desk Coordinator

📅 Mar / 2020 - Mar / 2022

Silver Lake Enterprises

📍 Seattle, WA

1. Managed overall front office operations, including answering phones, scheduling appointments, and greeting visitors.
2. Executed filing systems and ensured accurate documentation, improving office organization.
3. Assisted healthcare professionals by preparing patient charts and managing insurance inquiries.
4. Coordinated incoming and outgoing packages, ensuring timely delivery and distribution.
5. Supported colleagues in patient management tasks, enhancing overall team efficiency.
6. Conducted insurance verifications and patient collections, improving financial performance.

### 🎓 EDUCATION

#### Associate of Applied Science in Accounting

📅 Mar / 2018-Mar / 2020

Central Community College

📍 Denver, CO

Focused on financial principles, bookkeeping techniques, and office management.