

# Robert Smith

## *Junior Clinic Administrator I*

### PERSONAL STATEMENT

Junior Clinic Administrator provides orientation, education, and operational oversight for back-office operations. The registered nurse position supervises assigned Caregivers and reports to the Clinic Manager.

### WORK EXPERIENCE

#### ***Junior Clinic Administrator I***

**Massage Envy Spa - December 2014 - 2020**

##### *Responsibilities:*

- Managed staff and the upkeep of the clinic.
- Determined and met the goals for the clinic for the day.
- Revised and updated schedule, call schedule conflicted appointments, pull clients intake forms for the day, and file properly away at the end of the day.
- Greeted clients as they arrive.
- Answered multiple phone lines and schedule appointments correctly and in a timely matter.
- Handled discrepancies with schedules and clients.
- Assisted other co-workers when needed.

#### ***Junior Clinic Administrator***

**Delta Corporation - 2010 - 2014**

##### *Responsibilities:*

- Memphis, TN Provided oversight for the receptionist in the efficient scheduling of clients.
- Responsible for account receivables and ensuring compliance with HIPAA requirements for confidential client information.
- Supervised the upkeep of the office area and equipment maintenance.
- Served as the focal point in the resolution of customer complaints/concerns.
- The successfully managed sales team of approximately 10 employees Consistently met and exceeded sales quotas Extensive experience interviewing.
- Columbia, SC Responsibilities/Job Description -Greet customers -Answer incoming calls and book client appointments -Sell memberships -Handle.
- Enter information into the computer using Millennium Check-in/out clients Schedule Appointments Answer Phones File Charts Sell memberships/gift cards/.

### Education

Diploma - (Oakville Senior High School)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Receptionist, Customer Service, Managerial.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)