

# ROBERT SMITH

## Sr. Lead Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Lead Coordinator Enthusiastic and dedicated employee with high integrity, strong work ethic and great leadership skills.

### CORE COMPETENCIES

Microsoft Suite, Data Management, Data Management.

### PROFESSIONAL EXPERIENCE

#### Sr. Lead Coordinator

ABC Corporation - February 2007 – August 2014

##### Key Deliverables:

- Establishes and maintains custody of service treatment and outpatient medical records according to regulatory guidelines and local policies.
- Provides information and answer a wide variety of technical questions about medical records without compromising confidentiality of the patients, Review records for correct format, serviceability, and completeness.
- Classifies/identifies medical records with terminal digit filing system.
- Retrieves individual medical records from the terminal digit system for scheduled appointment, walk-in patients, and clinical personnel who needs records for unscheduled appointments.
- Files all paper work pertinent to the patients medical care into the medical records by chronological order.
- Identifies, numerically sort, and file laboratory reports, x-rays, consultations reports and other medical documents received from serviced units and from medical personnel and civilian facilities within a specific time frame.
- Uses a medial record tracking function for scanning records to the patients, appropriate clinics or back to the records room, determine the eligibility of new patients by checking various sources, interviewed as in-process and out-process patients, obtaining necessary identifying data for preparation of medical records.

#### Lead Coordinator

Delta Corporation - 2006 – 2007

##### Key Deliverables:

- Responsible for teams of 3-6 people per job.
- Trained personnel in the use of cleaning materials and equipment.
- Responsible for overseeing jobsites and keeping notes about job operations.
- Performed daily reports Answered phones and helped customers Scheduled sales visit Scheduled installation of equipment Customer Service Part of the .
- Assist Sr Marketing Automation Manager with projects and assignments as needed Coordinate with third party vendors with implementation of new .

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- Ensure the effective coordination of scheduling, client communication and development, as well as hospitality.
- Excelled at handling staff payroll and benefits, ensuring proper employee conduct and workplace relations, and performing new hire training.

### EDUCATION

- Business Education/Early Childhood Education - 1975(University of Alabama at Birmingham - Birmingham, AL)