

ROBERT SMITH

Medical Administrative Specialist

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

SUMMARY

To establish a long-term career in a company where I may utilize my Medical Administrative Specialist professional skills and knowledge to be an effective Medical Administrative Specialist and inspiration to those around me.

CORE COMPETENCIES

Microsoft Office 2010, Multitasking, Medical Skills.

PROFESSIONAL EXPERIENCE

Medical Administrative Specialist

ABC Corporation - 2009 – 2011

Key Deliverables:

- Managed a myriad of administrative requirements for Naval Medical Center San Diego.
- Supervised six technicians providing administrative and clinical support for staff of more than 130 to include, dental providers, residents, hygienists, and dental lab technicians.
- Coordinated and monitored staff Basic Life Support and general staff training.
- Demonstrated consistency and thoroughness in completion of entering productivity data in the Dental Information Retrieval System, managing patient records, submitting timecards, and scheduling.
- Coordinated human resources and payroll administrative activities.
- Played a significant role in meeting Joint Commission Accreditation of Healthcare Organizations standards through coordinating staff training and monitoring HIPPA compliance.
- Achieved 100% completion rate for all training requirements.

Medical Administrative Specialist

Delta Corporation - 2008 – 2009

Key Deliverables:

- Implemented maintenance of medical and personnel records.
- Overseen admissions, discharges, and vital records of patients.
- Compiled travel orders and vouchers of enlisted and officers.
- Performed duties of a Custom Inspector overseas for military troops going back to the US.
- Security of personal medical information Other Experience 8/1986--5/1996 U.S Gypsum Co., Production Foreman.
- Production Management.
- Responsible for accurate recordkeeping, chart audits, care plan updates, and statistical reports for critical care patients Improved accuracy and .

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EDUCATION

BS in Health Care Administration - (Ashford University)

