

Office Support Assistant

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Work history contains approximately 12 years of Health Care Experience. Also, years of experience with HR, Logistics, Information Management, Budgeting and Marketing. Worked in multiple diverse organizations. Currently hold a MS. Business Administration, AA Management, Cert Human Resource Management.

Skills

Microsoft Office, Oracle, Kronos, Adobe, Spanish.

Work Experience

Office Support Assistant

Richmond Hill Medical Home - July 2012 - 2019

- Performs full operational administrative duties, provides general guidance, advice, and assistance to employees on a case-by-case basis as required.
- Establishes and maintains daily liaison with counterparts at the Main Medical Treatment Facility and all other functionally related personnel in all outlying military installations.
- Possesses extensive knowledge in Clinical Support Services, including overall clinic operations and ancillary assigned support services.
- Scheduling youth doctor appointments, preparing sheets for the doctor on the day of appointment.
- Assist Joint Commission Accreditation of Health Organizations inspections. Represents leadership when attending meetings with senior-level leadership.
- Advises clinical staff on all Admin process and procedures, to include; counseling procedures, initiating corrective action procedures
- Provides training instructions on all levels of civilian service employee development, serves as the subject matter expert for a satellite health clinic on all Human Resource matters.

Office Support Assistant

ABC Corporation - 2010 - 2012

- Answered and quickly redirected up to five to ten calls per minute.
- Answered and manage incoming and outgoing calls while recording accurate messages.
- Greeted numerous visitors, including VIPs and vendors.
- Helped distribute employee notices and mail around the office.
- Maintained a clean reception area, including lounge and associated areas.
- Completed data entry -Screened all visitors and directed them to the correct employee or office.
- Screened personal and business calls and directed them to the appropriate party..

Education

Bachelor's in Business Administration - (University of Maryland University College Adelphi - Adelphi, MD)