

Sr. Planner Scheduler

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

Under general supervision, schedules appointments for patients, medical procedures, tests and studies ordered by the physician.

Skills

MS Office, Management, Customer Service.

Work Experience

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Wabtec Passenger Transit - June 2015 - 2020

- Responsible for answering phone calls and scheduling patient appointments.
- Conducts patient pre-certification to ensure coverage for appointments and medical care.
- Schedules tests, procedures, and referral appointments.
- Communicates with patients regarding appointments and instructions for procedures and tests
- Collects insurance information and patient personal data.
- Collects fees such as co-pays / co-insurance.
- Performs other duties as assigned.

Planner Scheduler

Delta Corporation - 2010 - 2015

- Planned and scheduled mechanics work schedules 1 Created appropriate spreadsheets to track maintenance costs, man-hour summaries, and work .
- Established production schedules and managed backlog.
- Worked with purchasing, planning and other functions to ensure proper flow of materials.
- Provided leadership regarding scheduling, methods, tools, and best practices.
- Include Lead team to achieve first month ever 100% on-time to voice-of-the-customer Implemented visual scheduling methods to improve manufacturing .
- Leads order processing activities for major customer units/ Advises non-exempt associates regarding day-to-day priority of customer requests.
- Serves as advanced interface with customer for escalations of order commitments, order expedites, and problem resolution.

Education

Bachelor of Science in Sport Management/Business - (North Greenville University - Tigerville, SC)