

# Robert Smith

## *Professional Assistant/Specialist*

### PERSONAL STATEMENT

Diverse working background but each job has challenged taught new skills. Also, each position depended on ability to stay focused and detail-oriented while working on various tasks simultaneously. a proven track record of being a hard worker whom employers can count on to do the job efficiently with little to no supervision. work well both alone and as a team member, and looking for the opportunity to prove.

### WORK EXPERIENCE

#### ***Professional Assistant/Specialist***

**ABC Corporation - October 2012 - March 2014**

##### *Responsibilities:*

- Registered and checked out patients and put together new patient charts while collecting co-payments and handling deposits.
- Posted charges for each patient visit while dealing with a moderate to high volume of calls.
- Managed a multitude of referrals to various specialists as well as scheduling outpatient procedures, which often involved coordinating with insurance companies for authorization.
- Provided customer service in the most efficient manner possible both in office and over the phone while adhering to HIPAA policies.
- Took on more responsibility when necessary, such as when we were overwhelmed with medical records requests.
- Responsible for teaching all subjects -Taught grades Pre K through 12 - Assist Lead Teachers with students -Assist Lead Teacher with curriculum.
- Actively participated on a company-wide task force, implementing a successful web- based, multi-tier ergonomic training program.

#### ***Professional Assistant***

**Delta Corporation - 2011 - 2012**

##### *Responsibilities:*

- Responsible for assisting Dr.
- Debby Telfer - Campus Director-Filing, faxing, observations, schedules, spreadsheets, emails, and student updates and schedules.
- Preparation of marketing materials for upcoming student events.
- Temp agency placed at Kratos - Digital Fusion.
- Teamed with another Professional Assistant (PA), my duties include supporting five partners, two associates and five scientists in the Environmental .
- Support includes Proofing, editing, formatting and finalizing documents and correspondence sent to clients and to the Environmental Protection .
- Small Animal Medicine, Ontario Veterinary College.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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**www.qwikresume.com**

### **SKILLS**

Business  
Correspondence, Medical  
Terminology, Cataloging,  
Microsoft Office, Typing  
Speed 75+ WPM, Data  
Entry 6500+ KPH.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Bachelor of Arts in History - 2007(University of North Carolina at Chapel Hill - Chapel Hill, NC)