

ROBERT SMITH

Red Cross Volunteer

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Motivated and highly productive Red Cross Volunteer professional with a red cross background. Detail-oriented with strong skills in multi-tasking and efficient management of day-to-day office operations. Adept at building and maintaining effective working relationships with co-workers and outstanding interpersonal skills.

SKILLS

Friendly, Adaptability, Team Player, Organizer, Dependability, Prioritizing.

WORK EXPERIENCE

Red Cross Volunteer

ABC Corporation - September 2009 – June 2010

- Performed a variety of receptionist, clerical and record-keeping duties associated with patient care and treatment in one or several clinics responsible for a variety of medical services.
- Received telephone calls and greets customers in a positive, cheerful, and helpful manner.
- Applied clinic/organizational guidelines concerning the release of information.
- Referred patients to appropriate staff members.
- Verified patients eligibility for treatment (medical Card, CHCS, ADS, etc.).
- Determined the nature of the visit, provides information on appointment, clinic hours, and services.
- Referred ineligible customers to the Patient Administration Division.

Red Cross Volunteer

Delta Corporation - 2008 – 2008

- Summer program Eisenhower Army Medical Center Assist with medical administration Faxing, making copies, answering busy phone lines Transferring calls.
- Ascertain the nature of call or visit, obtains identifying information and determines the nature and urgency of the customers request.
- Blanchfield Army Community Hospital Fort Campbell, KY Supported the Patient Administration Division during furlough and shortage of personnel.
- Screened medical files for compliance with HIPAA Pre-registered patients for admission and same day surgery Prepared Birth Certificate packets for .
- Greet Blood Donors Serve blood donors refreshments Donate Blood on a regular basis Recruit blood donors.
- Worked as a member of a team Fed different and many communities throughout northern Italy and southern Croatia Clothed and spent countless of hours .
- Spending your everyday getting paid with hugs and smiles and stories from the many villagers.

SCHOLASTICS

- High School Diploma