

Robert Smith

Red Cross Volunteer

CONTACT DETAILS

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

PERSONAL STATEMENT

Red Cross Volunteer with 3 years of experience in Providing excellent and enthusiastic customer service to enhance the blood donor experience. Responsible for Engaging with blood donors to promote blood donation and set the stage for a long-term commitment to regular blood donations.and also Expressing gratitude and ensuring each blood donor is sincerely thanked for their donation, etc.,.

SKILLS

MS Word, Word Processing, Data Entry, Medical Billing And Coding, Customer Service, Multi-Phone System, Office Equipment, Answer Phones, 45 Wpm.

WORK EXPERIENCE

Red Cross Volunteer

ABC Corporation - 2012 - 2014

Responsibilities:

- Served as a receptionist for the inpatient or outpatient clinic area, receiving telephone calls and visits from a variety of hospital personnel, patients, family members, consultants, volunteers, guardians, attorneys, service officers, and others.
- Interpreted and verified provider orders in accordance with guidelines.
- Scheduled, canceled, and re-scheduled patients appointments and/or consults.
- Experienced in maintaining medical and financial records, preparing and keying medical data into a computer system, preparing, processing, and maintaining medical and financial forms, documents, and reports.
- Prepared clinic visits and monitoring both inpatient and outpatient appointments and acute care patients.
- Ensured that encounter forms are completed in order to obtain appropriate patient file information.
- Completed the pre-registration process by verifying and updating personal information.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Red Cross Volunteer

Delta Corporation - 2007 - 2012

Responsibilities:

- Tuscaloosa, AL Volunteered with Red Cross in the state of Alabama after the massive tornado that lasted from April 25 to April 28.
- As a member of Islamic Relief, I was an emergency response volunteer.
- In addition, I currently have over 50 volunteer hours assisting the Red Cross with the aftermath of the tornado by counting destroyed homes and .
- Disaster Action Team Disaster Prevention.
- Crisis Center Volunteer/2009.
- Provided dental hygiene services on a weekly basis as a volunteer, recorded detailed medical histories, performed scaling and root planing and .
- for Pediatric Clinic - 98 hours total Filed and sorted sensitive medical records Copied medical records Worked at the front desk as a receptionist.

REFERENCES

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

Education

GED