

ROBERT SMITH

Red Cross Volunteer

info@qwikresume.com | <https://Qwikresume.com>

A Bachelor's degree in Health Care Administration and would like to further my knowledge on how the health care field is suppose to run. I have knowledge of medical terminology and medical coding that were required for both my associates and bachelor degrees. Along with different computer skills that I have learned in my journey as a full time student.

SEPTEMBER 2015 - 2015

RED CROSS VOLUNTEER - ABC CORPORATION

- Greeted patients and answered phone calls of patient concerns.
- Provided patients with aid in contacting patient advocates and Tricare insurance beneficiaries for questions about their health care and the quality of health care the patient was receiving.
- Certified to be a Medical Support Assistant, completed the TeamSTEPPS course with knowledge of how to cooperate with other members of the office.
- Maintained business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
- Protected patients rights by maintaining the confidentiality of personal and financial information.
- Advocated for client needs with Disaster Health Services supervisor.
- Supported maternal and child needs as necessary.

2011 - 2015

RED CROSS VOLUNTEER - DELTA CORPORATION

- Hours Varied As a Red Cross Volunteer I support military soldiers and their families within the Camp Zama and surrounding areas.
- Have been involved in health and safety training education, volunteered within the school system, and I also work as a volunteer regarding .
- Present Ensure and spread education on emergency situations through presentations in college seminars.
- Work with university to recruit blood donors and promote blood drives and cancer walks.
- Volunteer with kids i really love working with kids teaching them about first aid i volunteer teaching them about Africa and African dance,food,.
- Maintain vehicle and equipment logs.
- Monitor vehicles and equipment for safe operation.

EDUCATION

GED

SKILLS

MS Word, Communication Skills, Interpersonal Skills.