ROBERT SMITH

Title & Registration Specialist

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

Committed and motivated Supervisor with exceptional customer service and decision making skills. Strong work ethic, professional demeanor, and great initiative. Extensive experience recruiting, developing, and managing staff. Expert in planning and organizing activities consistent with company goals and standards.

SKILLS

Excellent Customer Service Skills, Multi-Tasking, Computer Skills, Communication Skills.

WORK EXPERIENCE

Title & Registration Specialist

ABC Corporation - January 2007 – August 2007

- Provided thorough supervision for day-to-day operations of facility in accordance with set policies and guidelines.
- Regularly evaluated employee performance, provided feedback, assisted, coached, and disciplined staff as needed.
- Provided administrative leadership to the scheduling staff.
- Minimized staff turnover through appropriate selection, orientation, training, staff education, and development.
- Organized and led monthly staff meetings with 15 team members.
- Led team-building exercises for staff to improve communication andteamwork.
- Helped improve annual denial and collection rates.

Registration Specialist

ABC Corporation - 2002 – 2007

- Verified that information in the computer system was up-to-date and accurate.
- Eliminated outdated records by sending the records to be scanned.
- Operated office equipment such as copiers and fax machines.
- Entered information into computer database.
- Reviewed files to check for complete and accurate information.
- Destroyed files and materials upon request.
- Contacted staff and customers to retrieve files..

SCHOLASTICS

- Certificate in Early Childhood Development - 2000(Wake Technical Community College - Raleigh, NC)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines