ROBERT SMITH

Lead Resource Specialist

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SUMMARY

Enthusiastic and dedicated office professional proficient in all general office positions. Dependable, excellent punctuality and attendance record. Team player who works well with peers and management.

CORE COMPETENCIES

Accounts Payable/Receivable, Data Entry, Customer Service, Vendor Relations, and Reception, Exceptional Organizational and Communication Skills, Detail Oriented.

PROFESSIONAL EXPERIENCE

Lead Resource Specialist

ABC Corporation - May 2002 – August 2003

Key Deliverables:

- Performed data entry of accounts payable invoices and contacted vendors with any issues.
- Typed inspection reports and fee invoices and mailed to inspected businesses.
- Provided reception coverage, including confidential paperwork for weekly clinics.
- Created and maintained files for all paperwork.
- Additional experience in scheduling immunization appointments.
- Successfully cross-trained in scheduling immunization appointments, learned complex scheduling rules to ensure all shots were received at required intervals.
- Conducted one-on-one tutoring for new users in writing, computer use and math.

Resource Specialist

ABC Corporation - 1999 – 2002

Key Deliverables:

- Met with clients to determine Medicaid qualification.
- Collected financial data from many sources and analyzed them.
- Entered financial data into worksheets.
- Maintained and completed legal documents.
- Assisted clients in completing Medicaid applications.
- The investigated property, mineral, and other property rights.
- Worked with DSHS in getting Medicaid applications approved.

EDUCATION

- Diploma in Basic High School Studies - (Central High School - Davenport, IA)

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