

# Robert Smith

## Staff Associate

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## SUMMARY

To secure a position with an organization or agency where can bring value to their mission.

## SKILLS

Electronic Health/Medical Records, Excel, Word, SPSS.

## WORK EXPERIENCE

### Staff Associate

ABC Corporation - September 1977 – November 2002

- Performed technical duties to carry out complex assignments via AT&T major switching and network systems for State of California.
- Contacted personnel at various organizational levels to gather information and prepares reports using Excel and PowerPoint spreadsheets.
- Handled routine assignments for the various departments as well as report generation, bills, vouchers, forecasting and clerical duties.
- Experienced in correspondence, maintaining files and completing special projects.
- Checked and inspected all machines and equipment for safety and insure everything is working properly.
- Prepared monthly bank reconciliations Set up quarterly payroll for clients Assist in year end and month end closings.
- Worked with client personnel to obtain appropriate audit evidence - Tested material financial statement accounts for accuracy and documented findings.

### Staff Associate

Delta Corporation - 1974 – 1977

- Physician coding for Surgical Critical Care Associates, this group includes trauma, general surgery, and critical care; Assign and sequence CPT and .
- Auditing paper documents for complete and accurate information; Knowledge of payer guidelines and requirements; Working with Powerchart, HIS database, .
- Human Resources and Philosophy Department.
- Set up, assist, and cleanup funeral home for services.
- Aided directors with miscellaneous work within the business of the funeral home.
- Several Accounting responsibilities for approximately 200 Funds of the Trust created by bequest and deed of gift by individual donors Prepared cash .
- Handled all administrative tasks to support the Vice President of Network Engineering and staff o Maintained and distributed weekly Engineering .

## EDUCATION

Paralegal - (National University - Sacramento, CA)