Robert Smith

Jr. Telephone Interviewer

Phone (123) 456 78 99
Email: info@qwikresume.com
Website : www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

SUMMARY

Accounting courses being taken at Bridgerland Applied Technology college. This is also to gain me experience in the work field and possibly the accounting field as well.

SKILLS

Microsoft Office, Writing, Information Technology, Documentation.

WORK EXPERIENCE

Jr. Telephone Interviewer

ABC Corporation - June 2012 – October 2012

- Identified point of contact for each doctor, hospital or medical provider to be contacted.
- Communicated to participants the importance of the survey and why their participation is valuable.
- Contacted medical providers to discuss patients eligibility for the survey.
- Sent and confirmed receipt of authorization forms to provider before collecting data.
- Extracted and enter relevant medical and financial information into a database.
- Completed all forms related to the survey.
- Conducted healthcare studies via telephone interviews.

Telephone Interviewer

ABC Corporation - 2008 – 2012

- Analyzed Data and Information.
- Identified the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Call center environment.
- Using computers and computer systems to enter data, scheduling, or set up functions.
- Processing Information.
- Compiling, coding, categorizing, calculating, and or verifying information or data.
- Observing, receiving, and otherwise obtaining information from all relevant sources..

EDUCATION

Diploma in Medical - (Living Arts College of Medical Arts - Raleigh, NC)

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