ROBERT SMITH

# Main Office Secretary

### info@qwikresume.com | LinkedIn Profile | Qwikresume.com

Dedicated health care provider with past experience as a medical assistant and providing volunteer care for elderly and handicap individuals. Additional experience as an office administrative manager.

# EXPERIENCE

## Main Office Secretary

### ABC Corporation - JUNE 2015 – JANUARY 2016

* Receives all proposed contracts from other departments.
* Maintains department files within each attorneys office including current contracts, legal issues, administration and other work-related documents.
* Maintains completed contract files and other legal-related files in the File Room.
* Prepares purchase orders, check requests, travel reimbursement forms and other such departmental forms.
* Screens incoming calls, faxes and correspondence; exercises judgment and responds accordingly.
* Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
* Maintains and operates office machines, equipment, and computers.

## Office Secretary

### ABC Corporation - 2010 – 2015

* Communicate with patients to schedule appointments for both Doctor and Therapists.
* Call and fax new prescriptions and/ or refills to pharmacies.
* Greet Patients Coordinate all staff members schedules.
* Maintain all medical files.
* Receive all lab results and input into database.
* Retrieve voicemails.
* Collect balances on patient accounts..

# EDUCATION

* International Business - 2012(University of Northwestern - St. Paul - Roseville, MN)

# SKILLS

Communications, Bilingual, Reading Compreshensoin, Microsoft Office.

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