

# ROBERT SMITH

## Main Office Secretary

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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 Comprehension, Microsoft Office.