

ROBERT SMITH

Front Desk Receptionist I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

4+ years of experience as a Front Desk Receptionist. A dynamic and result-oriented individual with experience in customer service. Focused on the customer and getting the job done in a timely manner.

CORE COMPETENCIES

Misys Tiger Medical Program, Microsoft Office, Multi-tasking, Flexibility, Telephone, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Professionalism, and Quality Focus.

PROFESSIONAL EXPERIENCE

Front Desk Receptionist I ABC Corporation - June 2016 – Present

Key Deliverables:

- Keeping patient appointments on schedule by notifying the provider of the patients arrival.
- Keeping paperwork organized, ensure availability of treatment information by filing and retrieving patient records.
- Maintaining patient accounts by updating personal and financial information on the computer.
- Faxing referral to patients primary doctors and maintains business office supplies.
- Protecting patients rights by maintaining the confidentiality of personal and financial information.
- Maintaining operations by following policies and procedures and reporting things that change.
- Greeting all visitors and assist them directory or announce their arrival to staff.

Associate Assembler

ABC Corporation - May 2015 – June 2016

Key Deliverables:

- Performs electronic, electromechanical, mechanical, or similarly related repetitive to non- repetitive production assembly operations related to hardware such as modules, boards, panels, drawers, frames, and cables.
- Performs assembly operations using established procedures, work instructions, schematics and or other approved documentation.
- Scheduled team members to improve cross-training knowledge and assembly expertise.
- Working with engineers - made recommendations to improve production processes and procedures.

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- Trained and qualified new assemblers.
- Completed daily production logs and reports for production quality, quantity, and attendance.
- Assist supervisor promoting team members; identifying and resolving production and people issues.

EDUCATION

High School Or Equivalent - 2012(Orchard Park High School - Orchard Park, NY)Communication Arts - (SFSU)

