

# Robert Smith

## Access Management

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### SUMMARY

Seeks to obtain a full-time position that will challenge and enable the use of 5 years of engineering experience and skills to add value to the engineering industry.

### SKILLS

Citrix, Cisco, VPN, Microsoft Outlook, Windows 7, Windows 8, Windows XP, Routers.

### WORK EXPERIENCE

#### Access Management

ABC Corporation - September 2010 - February 2011

- Register all Emergency, Urgent Care, outreach, inpatient, radiology, and lab patients; and verify insurance.
- Provide excellent customer service.
- Answer main phone line and transfer calls to requested locations.
- Account Receivable duties including payment posting.
- Assist guests with direction Traffic control.
- Modifies and deletes user access.
- Manage group memberships through the 3rd party tool.

#### Access Management

Delta Corporation - 2006 - 2010

- Register all Emergency, Urgent Care, outreach, inpatient, radiology, and lab patients; and verify insurance.
- Provide excellent customer service.
- Answer main phone line and transfer calls to requested locations.
- Account Receivable duties including payment posting.
- Assist guests with direction Traffic control.
- Modifies and deletes user access.
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### EDUCATION

Associate in Drafting and Design - 2014(ITT Tech - Dallas, TX)