

Robert Smith

Client Advocate

PERSONAL STATEMENT

To obtain a position that will allow me to utilize my capabilities I have achieved throughout my past work experience; a fulfilling position where I am able to utilize my technical and administrative skills, providing the most premium client care while performing a variety of tasks, while maintaining the ability to prioritize, respond and relay pertinent information to all parties involved.

WORK EXPERIENCE

Client Advocate

ABC Corporation - August 2007 - October 2008

Responsibilities:

- Served as the primary point of contact for spa and prospective members.
- Assisted spa members by using electric clippers to shave members treatment areas.
- Applied topical anesthetic onto members needing their treatment areas numb.
- Scheduled future appointments for current and prospective members.
- Maintained the schedule of multiple clinicians using RCM database (program specifically made for Reveal MedSpa, including reviewing the schedule to ensure that the proper equipment issued on the correct members).
- Maintained, updated, and effectively utilized the spa centers database.
- Created and maintained members physical charts.

Client Advocate

ABC Corporation - 2004 - 2007

Responsibilities:

- Salvation Army Open Door, Marysville Assist consumers in accessing community based resources.
- Support consumers in maintaining their stability in their community.
- Receptionist duties, as well as customer service duties for the reach program.
- Open and close Drop-In Center.
- Perform basic office tasks, coordinate groups, chores and budgeting tools.
- Prepare and maintain report.
- (February, 2007 to June 2010).

Education

Certified and licensed in Cna/Gna - 2016(Nurse one inc - Lanham, MD)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Customer Service,
Banking, Collections,
Retail, Service Industry,
Organizational, Detail Oriented, Multi-tasking,
Excel, Communication,
Data Entry, Dependable.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)