

ROBERT SMITH

Patient Advocate

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SUMMARY

To work in a premier organization that gives me ample opportunity to apply my skills, and offers room for growth within the organization.

CORE COMPETENCIES

Customer Service, Sales, Leadership Development.

PROFESSIONAL EXPERIENCE

Patient Advocate

ABC Corporation - October 2010 – March 2011

Key Deliverables:

- Participated in Patient Assistance program (PAP).
- Served as a liaison for the patients and the pharmaceutical suppliers.
- Assisted patients in completing applications, obtaining doctor signatures, and submitting applications.
- Type, file, sort and process materials, maintain records, process records, compose and edit reports and correspondence.
- Prepare and complete a variety of forms and documents.
- Gather information, provide information to the public concerning departmental or county operations.
- Operate a variety of equipment including but not limited to computer terminals, duplicating machine, fax, calculators, and ten-key.

Advocate

ABC Corporation - 2009 – 2010

Key Deliverables:

- Advocate at an all womens homeless center
- Assist clients with day to day life
- Provide resources for housing, clothing, and jobs
- Help serving meals, and cleaning up the center
- Tactfully diffuse dangerous situations as they arise
- Problem solve
- Gained experience working with no-low income people within the community

EDUCATION

Certificate in Medical Assistant - (Summit Career College - Colton, CA)