***DEVON D. CLAUSELL***

**251-518-2003**

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### ***Professional Summary****:*

Enthusiastic and eager to contribute to team success through hard-work, attention to detail, and excellent organizational skills. Motivated to learn, grow, and excel in tasks appointed.

***Skills:***

* Microsoft Office Suite
* Database Building
* Data Entry/Electronic Medical Records
* Customer Service
* Engineering and Robotics
* Analytical
* Organized
* Responsible
* Time Oriented
* Team Player

***Work History:***

**Key Essentials Counseling and Consulting LLC** Smyrna, GA.

Office Support Clerk. |June 2020 - Current

* Provide customer service, enter client information and data, schedule appointments, explain services to potential clients, gather information on customer complaints
* Electronically upload and scan documents into organizations data base
* Assure personal data is entered on time and accurately.
* Correct data entry errors to prevent later issues such as duplication or data degradation
* Collect required documentation for services and billing
* Confirm client referrals are sent out to external resources
* Verify health insurance online and/or over the phone
* Assist staff with document retrieval and data entry into ACCESS database
* Manage daily emails, website, and social media page
* Type memos and/or other correspondence
* Research requested information for therapist/social workers
* Train staff on using Microsoft Office Suite

***Education, Awards, and Honors:***

* **Genesee Stem Academy**. Flint, MI. (**High School Diploma** June 2021) Obtained basic and advanced education and skills in Science, Technology, Engineering, and Math.
* Received an award for the Health Heritage Essay contest through Genesee Health Plan May 1/2018
* Mott Community College Honors Scholarship Recipient of 2021