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| linda l. corbin  PHILADELPHIA, PA 19141 • (215) 439-0597 • LINDACORBIN05@GMAIL.COM  **Professional Experience** | |
|  | **Temple University**  Philadelphia, PA  *Administrative Coordinator*August 2013 – July 2020   * Process resident applications from start to completion through PASS system. * Serve as the first point of contact for diverse applicants, faculty, residents, students, staff, and external constituents. * Participate in special projects, as directed, and attend planning sessions to aid in meeting project goals. * Maintain the electronic calendar and schedule changes for the department. * Coordinate travel arrangements, lunch and learn sessions, and CE courses for the department. * Prepare purchase requisitions and resolve payment issues with the accounts payable department * Manage inventory of office supplies and monitor office expenditures in TU Marketplace. * Serve on Committees, coordinate meetings and draft meeting minutes. * Provide/coordinate technical support and problem solving for computer/office equipment as necessary. * Provide quality service to diverse faculty, residents, staff, customers, and administration of all levels. * Supervise support staff and student workers while following Temple University’s policies and procedures.   **Temple University Hospital** Philadelphia, PA  *Lead Administrative Specialist* June 2010 – August 2013   * Managed daily operations with Executives and Department Chairs to ensure successful practices across multiple departments * Supervised and trained staff on technical systems and daily operations * Evaluated team performance metrics and implemented methods for improvement * Provided exceptional customer service by interfacing with patients and holding staff accountable * Coordinated with Doctors to schedule patient procedures, appointments, and registration * Handled insurance verification, benefit collection, and completed authorization * Led team meetings and presented new policies and procedures from to team   **Temple University Hospital** Philadelphia, PA  *Office Manager (Orthopedic Department)* February 2006 – June 2010   * Managed daily operations of high-volume orthopedic practice * Trained and supervised front desk staff regarding scheduling appointments, patient surgeries, patient registration, insurance verification, charge entry, payment collection, and payment posting * Rectified reports to maximize accounts receivable * Coordinated with vendors to source necessary supplies based on purchase orders and department needs * Reported out total expenses against budgeting requirements * Pre-certified medical procedures through healthcare insurance and directed patients on needed referrals   **education**  **Temple University** Philadelphia, PA   * Major: Communications * Degree: Bachelor of Arts   **The Real Estate School** July 2021  Graduate  **Montgomery County Community College** October 2021      Certifications: Microsoft Word, Excel, and PowerPoint |