

# Robert Smith

## *Business Administration Assistant*

### **CONTACT DETAILS**

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

### **PERSONAL STATEMENT**

8 years of customer service knowledge, friendly with Word, Excel, PowerPoint, and Outlook. Proper and polished communication skills, Human Resource experience, college credits towards Accounting, and Human Resource studies. Inventory control, and a year in loss prevention.

### **WORK EXPERIENCE**

#### ***Business Administration Assistant***

**ABC Corporation - July 2010 - April 2015**

##### *Responsibilities:*

- Conducted coded data to produce and submit claims to Medicaid Kept records of invoices and support documents.
- Comply with federal, state, and company policies, procedures, and regulations.
- Addressed employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Conducted exit interviews and ensure that necessary employment termination paperwork is completed.
- Conducted reference or background checks on job applicants.
- Contacted job applicants to inform them of the status of their applications.
- Hired employees, process hiring related paperwork, and schedule or Conducted new employee orientations.

#### ***Administration Assistant***

**ABC Corporation - October 2007 - April 2011**

##### *Responsibilities:*

- Responsibilities included Established medical records according to HIPPA guidelines
- Provided informative information and answered a wide variety of questions for incoming and established patients
- Screened records received from other physicians or hospitals by email, fax or postal
- Ensured proper coding on new and establish patient visits
- Collected delinquent billing from patients and insurance companies
- Called insurance companies to get authorization on procedures Followed up with patient on post-status, phoned in medication and took messages for physician.
- Processed revenue invoices and billings, maintain proper dot state tags.

### **Education**

Business Administration - (Virginia College Greensboro - Greensboro, NC)

### **SKILLS**

Strong communication and analytical skills, In-debt knowledge of creating criteria, experience preparing reports and maintaining files. Data entry, Strong written and oral communication skills.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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