

# Robert Smith

## *Sr. Assistant Business Office Manager*

### PERSONAL STATEMENT

A dedicated and skilled business professional with a versatile administrative support skill set that has been developed through experience as a business owner, medical biller, secretary and administrative assistant.

### WORK EXPERIENCE

#### ***Sr. Assistant Business Office Manager***

**CarMax Auto Superstore, Inc - March 2011 - 2020**

##### *Responsibilities:*

- Maintained confidentiality and security of employee and personnel files, Manage Calendars, Schedule and plan effectively to cover business needs daily, weekly, monthly.
- Completed associate reviews as well as disciplinary actions.
- Provided leadership and direction in overseeing the performance of 10 -15 associates.
- Managed the loss per car ratio and developing strategies to reduce the ratio.
- Maintained the Associate Retention Support team to reach exceptional customer service scores.
- Maintained Store supplies and responsible for ordering all supplies.
- Reviewed credit/collection accounts, developed credit strategy, and make collection calls on customer accounts.

#### ***Assistant Business Office Manager***

**Delta Corporation - 2006 - 2011**

##### *Responsibilities:*

- Daily focus on reducing A/R through claims review and appeals Reduced A/R by thousands of dollars within short time of employment Claims submission .
- Medicaid billing, form processing, and follow-up through TMHP portal.
- Private and Hospice billing, follow-up calls, and collections when needed.
- Handle withdrawals and deposits of Resident Trust Fund through RFMS.
- Deposits of Account Receivables - Assist with Medicaid applications and Rep Payee applications.
- Coding/Billing/Insurance filing, payment posting, accounts payable, bank deposit, scheduling, supply orders.
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

Bachelor of Arts in Accounting - August 2012(Texas Wesleyan University - Fort Worth, TX)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Peoplesoft, Kronos,  
Word, Excel.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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