

Robert Smith

Business Support Specialist - Full Time

CONTACT DETAILS

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PERSONAL STATEMENT

Business Support Specialist providing excellent customer service as well as administrative support to management and the company through conducting and organizing client's and staff support, duties and activities including receiving and handling information. Seeking a responsible career position which will utilize the knowledge and develop additional skills which offer a high level of challenge, responsibility and the opportunity for growth with stability in the organization

WORK EXPERIENCE

Business Support Specialist - Full Time

ABC Corporation - February 2010 - February 2015

Responsibilities:

- Successfully implemented new technologies and process automation to encourage continuous improvement.
- Posted receipts to appropriate general ledger accounts.
- Monitored payments due from insurance companies.
- Posted both commercial and government insurance payments to patient accounts both manually and electronically.
- Posted payments to patient accounts that had been sent to bad debt.
- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance account.
- Researched and resolved accounts payable discrepancies.

Business Support Specialist

Windermere Stellar - 2008 - 2010

Responsibilities:

- Learn and support agents in all Windermere Technology tools such as MoxiWorks, email, TouchCMA, WORC site, Trendgraphix, agent websites, and marketing systems.
- Manage agent databases including formatting data for input into various marketing systems.
- Execute company marketing and/or advertising programs for agents as necessary.
- Provide administrative support directly to managing principal broker.
- Work directly with managing principal broker to execute office strategies.
- This is Dummy Description data, Replace with job description relevant to your current role.
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Education

Associates in Health Information Technology - 2005 (Davenport University - Flint, MI)

SKILLS

Accounting, Clerical,
Customer Relations,
Customer Service,
Training, Administrative.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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