# **Robert Smith**

## **Business Representative**

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#### **SUMMARY**

Worked primarily within public sector also searching for private sector roles showcase management capabilities critical thinking and apply diverse professional experience.

#### **SKILLS**

Professional selling skills, Effective communication, Computer literate.

#### **WORK EXPERIENCE**

## **Business Representative**

ABC Corporation - October 2013 - May 2014

- Worked for a dynamic labor union that represents over number of workers across the country.
- Appointed for the greater area accountable for bargaining units exclusively representing and servicing close to alot of members.
- Selected for recruiting, training and managing a group of union stewards within the bargaining units.
- Worked closely with various Human Resource and Labor Relations personnel to resolve workplace issues.
- Investigated and argued grievances knowledgeable of contract language and answered contract questions.
- Able to effectively fundraise organize also promoted and sell union events.
- Worked with International company largest private-sector union in the country with millions of members.

# **Business Representative**

ABC Corporation - 2010 - 2013

- Acknowledged and greeted patients as they approached the front desk.
- Reviewed and updated all demographic/insurance information.
- Collected patients co/pay and balance and entered payment into patients account.
- Scheduled, cancelled, or rescheduled appointments when necessary.
- Demonstrated excellent telephone skills in a timely and professional manner.
- Responsible for recognizing, labeling, and routing the appropriate documents to the correct provider and location within the Electronic Medical Record..
- This is Dummy Description data, Replace with job description relevant to your current role.

### **EDUCATION**

Bachelor of Arts in administration