

Assistant Business Office Manager III

ROBERT SMITH

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Objective

Proactive and Knowledgeable Administrative/HR coordinator with over twelve years of progressive experience. Outstanding ability to read people and adapt to any office environment. Skilled at task completion and problem-solving.

Skills

Microsoft Word, Excel, Outlook, Powerpoint, Adobe Reader.

Work Experience

Assistant Business Office Manager III

ABC Corporation - October 2004 – October 2005

- Supported Store managers in job duties and responsibilities for store functionality.
- Interacted with stores Regional, General and Store managers to facilitate the daily run of the store.
- Set up and coordinate store meetings and conferences for leads and hourly employees.
- Coordinated and maintained records for office space, telephones, parking, company debit card, and office keys.
- Maintained employee files and training.
- Responsible for weekly work schedules and job training organization.
- Acted as an authorized representative for the resident to ensure each resident has the proper medical coverage by completing the Medicaid process for them.

Assistant Business Office Manager

Delta Corporation - 2002 – 2004

- Duties include bookkeeping, accounts payable, vendor maintenance, facility cash handler, preparing facility deposits, receptionist duties, working .
- Skills Used Excellent leadership, clerical, organizational, and customer service skills.
- Payroll and timekeeping for both hourly and salaried employees Handled all on-line bank transfers, 401 k and benefits Maintained tax records per .
- Accounts Payable Insurance Billing Record Retention Daily Deposits Customer Service Back up-Receptionist & Payroll.
- Accounts Payable Customer Service Daily Deposits Record retention Payroll HR Coordinator Assistant Business Office Manager Insurance Billing Resident .
- Census, insurance verification, customer services, collection, admission packets, resident trust, answering phones, weekend and late manager.
- Daily Census, reconciling, acquiring medical assisting applications, cash Skills Used Administrative and clerical skills.

Education

business administration and management - (Cedar Valley College - Dallas, TX)