

# ROBERT SMITH

## Corporate Secretary III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To obtain a challenging position in administrative assisting, that demands excellent computer proficiency with good managerial competence and technical and interpersonal skills.

### CORE COMPETENCIES

MS Office, Technical Skills.

### PROFESSIONAL EXPERIENCE

#### Corporate Secretary III

ABC Corporation - September 1994 – September 2012

##### Key Deliverables:

- Worked daily with departments clients/patients and management to support special projects and requests from management staff and departmental sources.
- Management of posting, allocation, validation, and payment to outside vendors related to client/patient charges such as ground.
- Health System outside collection agencies, dues/subscriptions, and other miscellaneous vendors.
- Prepared, documented and filed the releasing of estates, bankruptcies and hospital liens to county and state offices.
- Calculated, documented, prepared and implemented financial discount and prepaid OB contract letters to appropriate patients.
- Tracked, regulated and allocated postage cost throughout the health system to include departmental mail, bulk mail, and permit mail.
- Designed and editor of the Business Office monthly newsletter.

#### Corporate Secretary

ABC Corporation - 1991 – 1994

##### Key Deliverables:

- This was one of my favorite jobs, i was young so i learned a lot about how to operate a business.
- Was in charge of filing (electronically and on paper) i answered calls, transferred calls, and often sat in on phone conferences and took notes.
- Had the responsibility of all inventory and invoices.
- Was assisted in making charts and placing orders.
- Keeping a safe and happy workplace, even during stressful and fast days.
- learning how to properly demonstrate product and procedures.
- Skills Used data entry, customer service, cash handling, speaking fluently, always being happy, using mostly all Microsoft programs.

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### EDUCATION

- High School Diploma - (Burke High School)