

Robert Smith

Business Representative/Technician.

PERSONAL STATEMENT

Multi-functional support may include business planning budget/accounting facilities and equipment coordination, records management, events planning and general office management.

WORK EXPERIENCE

Business Representative/Technician.

ABC Corporation - October 2013 - May 2014

Responsibilities:

- Answered incoming calls in a professional manner for sales and Marketing.
- Confirmed all in going and out going mail for high priority customers.
- Followed up with customers on purchase orders and escalated issues.
- Met with clients to discuss their business needs to ensure quality customer service from the company.
- Managed for the marketing and advertising of a developing business.
- Reviewed complaints concerning billing and service rendered referring complaints of service.
- Created and updated accounts in billing system applications with high quality customer service.

Business Representative

ABC Corporation - 2012 - 2013

Responsibilities:

- 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

Diploma in management.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Word, Microsoft excel, Microsoft word.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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