

ROBERT SMITH

Medical Transporter II

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Call center customer service phone data entry computers medical assistant front back office certification filing faxing help desk billing claims data entry.

SKILLS

Excellent Organizational , Strong Customer Relations.

WORK EXPERIENCE

Medical Transporter II

ABC Corporation - February 2015 – August 2015

- Responsible for the daily coordination and movement of hospital patients and visitor vehicles.
- Ensured compliance with health, safety, The Joint Commission, OSHA, and industry regulatory agencies.
- Demonstrated continuous ability to maintain and/or improve customer and patient satisfaction.
- Collaborated with hospital administration and other departments within the hospital Create weekly schedules for work force.
- Demonstrated effective oral and written communication skills.
- Worked knowledge of Microsoft office and web-based software.
- Used People skills, Communications skills, Driving skills, Customer service skills.

Medical Transporter

Delta Corporation - 2011 – 2015

- Pre Trip Van, Drove Patients to Hospitals, Doctor Appointments, and back to facility.
- Drove Assisted Living residents to Doctor Appointments, Grocery Stores, Department Stores, and helped out when and where ever needed.
- Transported patients to doctors appointments and learned to better interact with many different types of people.
- Transporting patients to dialysis and clinics in their neighborhoods.
- Transporting Passengers from residents to doctors appointments and return and making courtesy calls to assure appointments are kept.
- Maintaining a safe and clean environment for the passenger and Arriving to the doctors appointments on time.
- I would pick clients up from their homes and take them to their scheduled appointments.

SCHOLASTICS

- Certificate in Medical Assistance - 2008(Technical Learning Center - Washington, DC)