

ROBERT SMITH

Patient Coordinator/ Business Administrator

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Seeking position as a Registered Nurse that utilizes my technical skills and extensive background in providing outstanding customer service. Disciplined, energetic employee who quickly establishes rapport with patients and colleagues. Nearly two years of experience in a hospital setting providing competent and compassionate care to patients in ICU and Medical-Surgical units. Maintains a strong reputation for achieving high levels of patient satisfaction.

EXPERIENCE

Patient Coordinator/ Business Administrator

ABC Corporation - JULY 2000 - AUGUST 2003

- Managed all aspects of the day to day operations of a private school with more than 100 students enrolled.
- Daily contact with students in numerous scenarios.
- Managed accounts receivable and payable, including monthly tuition payments.
- Organized and helped promote school events.
- Provided correspondence with prospective families.
- Worked with teachers to ensure all classrooms had necessary supplies and equipment.
- Created monthly reports for Principal and staff.

Business Administrator

ABC Corporation - 1998 - 2000

- 22191 Supervisor Dan Betts (703) [] (Permission to contact)
Procurement Specialist for new sites expansion and ongoing operations
- Evaluate budget cost proposals and negotiate unit price agreements
- Manage space planning, layout and construction management projects
- Obtain appropriate permits as required, while establishing appropriate administrative support staff for new facilities Pierson, Everett Develop timelines and manage quality of work to maintain competitive prices
- Coordinate long range plans for site expansion
- Implement Company policies, standards, guidelines and procedures as requested, make contributions to modify/comment on these directives
- Performed all Account Receivable duties according to GAP standards when directed.

EDUCATION

- BSN - May 2016(Indiana Wesleyan University)

SKILLS

Excellent Communication Medication Administration Culturally.