

# ROBERT SMITH

## Private Business Owner

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### SUMMARY

Highly dependable and competent Private Business Owner with 4 years of experience. Possess strong communication skills. Outgoing, creative, and result driven business operations professional with proven expertise in design, merchandising, and marketing. Successful background also includes extensive managerial and company operations management. Looking for a job with possible advancements and long term employment. Willing to learn new occupations and skills.

### SKILLS

Client Relations, Computer Proficiency, Creative Problem Solving, Critical Thinking, Data Collection, Internet Research, Time Management, Vendor Management

### WORK EXPERIENCE

#### Private Business Owner

ABC Corporation - 2010 – 2013

- Successfully owned & operated a business in healthcare billing & practice management provided data entry, coded & created all claims, prior authorization for all procedures in office & hospital.
- Managed all accounts receivable, payment posting, managed denials, completed appeal processes and reconciled all accounts.
- Credentialed providers with all insurance companies, government programs, facilities and renewed the medical licenses for each state as required.
- Provided bookkeeping services for multiple accounts, payroll services, employment tax reports, and submission.
- Responsible for maintaining E-Clinical works EMR & practice management system ensuring functionality within the company and maintained the system changes and training when needed.
- Provided basic IT services for all office equipment (computers, copiers, printers, medical equip, etc. ) including but not limited to installs of hardware and software, all software upgrades, answered questions and trained staff as necessary, ensured network and system were always online.
- Effectively communicated with all clients to ensure and build a positive working relationship.

#### Business Owner And Operator

ABC Corporation - January 2009 – December 2010

- Searched for new ideas to provide customers with high-quality hand crafted items to suit their needs from home decor, to party invitations and decorations.
- Hand-painted, cut and crafted beautiful creations as demanded by my customers.
- Provided excellent customer service to my customers in order to maintain an excellent customer base.

- Responsible for all bookkeeping, shipping, public relations, purchasing and marketing, and quality assurance.
- Created repeat business by developing long-term relationships with regular customers.
- Developed and built a business from start up to established a strong 100-account customer base in less than one year.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

## SCHOLASTICS

- Paralegal & Computer Software Specialist - 2006(Columbia Basin College - Pasco, WA)Associates - (Educational Computer Center - Carolina, PR)High School Diploma - (CPS Commonwealth Parkville School - Hato Rey, PR)