

CAI CONTACT

Insert name and contact information for the CAI Contract Manager listed on the VectorVMS requirement. For ease of reference, the Contract Managers' contact information appears below.

Tim Brodrick

Phone: 678-427-3660

Email: Timothy.Brodrick@cai.io

or

Susan Lewis-Yizar

Phone: 678-427-3349

Email: Susan.Lewis-Yizar@cai.io

or

Tommy Tompkins

Phone: 501-249-6388

abcdef

Phone: 123456789

Email: 123@gmail.com

Email: Tommy.Tompkins@cai.io

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SUMMARY

- Motivated and detail-oriented professional seeking an administrative or accounting position.
- Bringing strong communication, organization, and administrative skills with hands-on experience in data management, financial recordkeeping, and supporting business operations.

EMPLOYMENT HISTORY

North Florida Women's Care - Tallahassee, FL

Jan 2025-Apr 2025

Appointment Scheduler |

- Scheduled and confirmed patient appointments using the Athena program.
- Handled high-volume incoming and outgoing calls with professionalism and accuracy.
- Maintained organized patient records and ensured confidentiality.



GA IT Temporary Staffing Services

Managed by CAI

- Assisted with patient inquiries and coordinated communication between departments.
- Florida Department of Revenue - Tallahassee, FL

Florida Department of Revenue - Tallahassee, FL

Jun 2022-Dec 2024

Revenue Specialist II |

- Provided excellent customer service and clerical support in a professional office environment.
- Collected, processed, and audited state tax payments and fund reconciliations to ensure compliance.
- Utilized Microsoft Excel, Word, and Access for data tracking and compliance reporting.
- Provided excellent customer service while handling sensitive financial information.
- Managed office documentation, data entry, and administrative tasks using Microsoft Office.
- Greater Frenchtown Revitalization Council - Tallahassee, FL

Greater Frenchtown Revitalization Council - Tallahassee, FL Sept 2020-Sept 2021

Professional Navigator |

- Communicated with clients to understand insurance needs and eligibility.
- Assisted in filing insurance claims and resolving client issues promptly.
- Educated clients on policy options, benefits, and compliance requirements.
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SKILLS

- Communication & Customer Service
- Appointment Scheduling (Athena Program)
- Microsoft Office (Excel
- Word
- Access) & Data Entry
- Professional Business Office Operations
- Time Management & Organization
- Patient Interaction & Confidentiality
- Team Collaboration & Problem Solving