

## **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](mailto:Timothy.Brodrick@cai.io)

or

### **Susan Lewis-Yizar**

Phone: 678-427-3349

Email: [Susan.Lewis-Yizar@cai.io](mailto:Susan.Lewis-Yizar@cai.io)

or

### **Tommy Tompkins**

Phone: 501-249-6388

### **abcdef**

Phone: 123456789

Email: 123@gmail.com

Email: [Tommy.Tompkins@cai.io](mailto:Tommy.Tompkins@cai.io)

## **<ADIKA MAUL>**

### **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