



## **CAI CONTACT**

**abcdef**

Phone: 123456789

Email: 123@gmail.com

## **<ADIK 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.
- 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

### **EDUCATION**

#### **Tallahassee Community**

2023

College - Associate's Degree in General Studies (2023 - Present)

- Goal: Dental Hygienist/Assistant

#### **Leon High**

2019

School, Tallahassee, FL - High School Diploma (2019)