

CAI CONTACT

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<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.

SKILLS

SKILL	YEARS USED	LAST USED
Experience creating environments for compliance with networking security architecture policies, and standards	2	2024
Experience managing complex technical projects with cross-functional teams and stakeholder coordination	5+	2025
Experience creating detailed technical documentation, procedures, and maintaining accurate project records	2	2025

Considerable hands-on experience with Microsoft Excel for data analysis, reporting and business intelligence	5+	2025
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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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