

Office Coordinator/Scheduler Office Coordinator/Scheduler Office Coordinator/Scheduler -
Advanced Cardiac Care Clinic Canton, NC My goal is to always be compassionate with clients and
fair with coworkers. I feel I am a good listener and excellent multi-tasker. I am proficient with
Administrative Support duties. Authorized to work in the US for any employer Work Experience
Office Coordinator/Scheduler Advanced Cardiac Care Clinic - Asheville, NC April 2014 to Present
28801 Responsible for scheduling and patient registration, maintain patient files, all office
operations, payroll recording; patient/family liaison, assist MD's and RN's as needed Database
Administrator Mission Hospital - Foundation - Asheville, NC February 2000 to April 2014 28801 *
Develop new database of over 30,000 clients; Gift Processing & Matrix Reporting; Receipts / Annual
Statements; Foundation/IT department liaison Broker's Assistant JC Bradford & Associates -
Asheville, NC March 1998 to February 2000 client and broker liaison, maintain client files, accept
NASDAQ & DOW trade orders Office Manager / Attorney Assistant Lindsay & Hensley Attorneys at
Law - Asheville, NC July 1996 to March 1998 28801 (closed) staffing supervisor, payroll; assist
attorney with client interviews BC and Federal court filings; client/attorney liaison Senior
Teller/Mortgage Loan Processor BB&T - Asheville, NC December 1989 to July 1996 train and
supervise junior tellers, mortgage loan processor Education Tuscola High School 1981 Skills
electronic patient charting (10+ years), Office Equipment (10+ years), Multi-Line Phone System (10+
years), Quickbooks (5 years), Communications (10+ years), Filing (10+ years), Customer Service
(10+ years)

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