**Priscilla Wood**

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| Qualifications Summary |  |
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Detail-focused and enthusiastic professional with experience in business management and customer service; well prepared to excel in challenging role as a **Clinic Receptionist**.

* **Clinical operations Oversight:** Well-developed ability to serves patients by greeting and helping them, scheduling appointments, and maintaining records.
* **Relationship Management:** Excellent interpersonal communication skills combined with ability to establish and maintain strong relationships with clients.
* **Business Management:** Solid history of success in generating new business opportunities by creating strategic alliances with key clients.
* **Capabilities:** Capable to work under tight deadlines and pressure. Highly adaptable professional, talent for quickly learn new information and procedures.

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| Professional Experience |  |
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At home with clark lindsey, Champaign, Illinois | Diversified Health Care Services Inc., Champaign

**Scheduler** (3/2014 – 5/2020)

Held key accountability for wide range of operations, including scheduling the staff on a weekly basis. Carried out variety of administrative duties, such as quickly responding to customer inquiries, answering telephone calls. Maintained, developed, and updated records for future references.

*Selected Contributions:*

* Promoted office efficiency by managing diverse array of administrative tasks, such as all printing material in the office and creating table of contents and making notebook for easy access.

University of Illinois, Urbana, Champaign

**Office Associate** (11/2010 – 10/2012)

Performed diverse documentation procedures, such as faxing, archiving, scanning, filing, and word processing. Instrumental in preparing files and reconciling statements to ensure cash accuracy.

*Selected Contributions:*

* Streamlined day-to-day organisation operations, ensuring attainment of set business objectives.

Holland Wood housing, Champaign, IL

**Property Manager/Bookkeeper/Office Manager** (8/1997 – 3/2014)

Provided complete supervision, management, and direction to streamline entire business operations from scratch. Oversaw all aspect of property, such as screening and managing tenants, and supervising bookkeeping responsibilities.

*Selected Contributions:*

* Increased up to 14 houses through strategic planning and execution. Accountable for all accounts payable and bookkeeping.

Additional Experience:

Waitress Courier Café, Urbana, IL

Receptionist/Unit Clerk for University of Wisconsin Hospital, Madison, WI

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| Educational Background |  |
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**Bachelor of Science**, Sociology University of Wisconsin, Madison, WI