

## **Beckey Li**

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### **Summary:**

Experienced and detail-oriented professional with a solid background in healthcare and real estate administrative support. Proven track record of managing data, conducting data entry and verification, and providing exceptional administrative assistance in fast-paced environments. Five years of experience developing designs for both print and digital media in the real estate field. Experience with Excellent communication, organizational, and multitasking skills with a commitment to accuracy and confidentiality.

### **Experience:**

#### **LH Realty**

Administrative Coordinator

2018 – Present

- Assisted with social media management, marketing materials, and content updates to support real estate marketing efforts.
- Collected and collaborated with various websites to gather and analyze data related to sales performance, market trends, and customer preferences to agents for strategic decision-making.
- Provided comprehensive administrative support to real estate agents, including managing calendars, scheduling appointments, preparing documents, and maintaining filing systems.
- Conducted data entry and database management tasks, including inputting and updating property listings, client information, and sales data, ensuring accuracy and completeness.
- Assisted with event planning, open houses, and property showings, and provided excellent customer service to clients and visitors.

#### **Dr. George Lai's Office, Monterey Park, California**

Office Assistant

2013 – 2018

- Scheduled and managed patient appointments, cancellations, and queues using electronic systems or file records to ensure efficient scheduling of medical procedures.
- Assisted with medical billing and reimbursement processing, including input, verification, and resolving insurance claims and bill inquiries.
- Managed patient data by recording and maintaining personal information, medical history, diagnoses, and treatment records with meticulous attention to accuracy and confidentiality.
- Conducted data entry and verification tasks with a high degree of accuracy, including patient names, contact information, medical codes, etc., using electronic systems.
- Proficient in using electronic medical record EMR management systems such as EPIC, CERNER, etc., to input and manage electronic medical records to support the diagnostic and patient management work of the medical team.

**Skills:**

- Data entry and verification with high accuracy
- Data organization and document management
- Microsoft Office Suite (Word, Excel, Power point)
- Strong interpersonal and communication skills, with the ability to liaise with clients and vendors professionally.
- Demonstrated success as a team player, fostering positive working relationships and contributing to a collaborative work environment.
- HTML, CSS
- Adobe Photoshop
- Adobe Illustrator

**Education:**

- Bachelor of Fine Arts in Visual Arts, California State University – Los Angeles  
2009-2013
- Google Data Analytics Certification, Coursera  
2023