

## ADMINISTRATIVE MANAGER

### Professional Summary

Highly skilled bilingual (English/Spanish) and motivated professional seeking a suitable position in your esteemed facility.

### Core Qualifications

- Report writing
- Human resource knowledge
- Professional demeanor
- Time management ability
- Ability to prioritize
- Self-directed
- Computer proficiency

### Experience

Company Name June 2013 to Current Administrative Manager

City , State

- Answer multiple phone lines
- Bookkeeping
- Sending and receiving emails, faxes, copying
- Managed office inventory and placed new supply orders.
- Sorting & distributing mail
- IT & Telecoms Troubleshooting
- Collections Account Reconciliation.
- Developed and administered department budgets.
- Liaised directly with customers to meet needs and maintain satisfaction.

Company Name March 2012 to September 2012 Administrative Assistant

City , State

- Answer multiple phone lines
- Handle daily reports
- Sending emails, faxing, copying
- Making outbound calls to customers
- Ordering office supplies
- Data entry.
- Scheduled appointments and maintained master calendar.
- Updated employee paperwork and records.

Company Name March 2011 to July 2011 Front Desk/ Customer Service Rep

City , State

- Arranges for customer travel, hotel reservations, and auto rental.
- Tracks aircraft arrival and assures prompt line service.
- Arranges for prompt customer de-briefing by appropriate technical personnel.
- Dispatch information to line service and pilots.

Company Name January 2007 to January 2011 Registrar / Receptionist

City , State

- Answering telephones
- Register patients
- Verifying insurances
- Enter patients information into computer
- Follow up on unpaid claims within standard billing cycle timeframe
- File patients document.

### Education

Sanford Brown Institute Medical Assistant City , State

CPR Certified

### Skills

#### Clinical/Administrative Skills

Phlebotomy

EKG'S

Urinalysis

Vital Signs

Pharmacology

Clinical Asepsis

Health Insurance

Filing Appointment Scheduling

MS Word MS Excel MS PowerPoint