

CONSULTANT

Professional Summary

- Health care Administrative Assistant with 3 years of experience
- Experience in the health field for 5+ years
- Allocated monthly budget of \$1000 for Muslim Students Association's planned activities
- Organized fundraising events with the supervision of the Event coordinator at Wing's Program

Skills

- Skilled in Microsoft Office Suite, Adobe Premier Suite, SQL Database, and SAS
- Planning and development
- Strategic decision making
- Fluent in English and Urdu, Functional in Spanish
- Data Management
- Excellent communication skills
- Time management
- Conflict resolution

Work History

Health Revenue Specialist , 02/2019 to Current

Company Name " City , State

- Developed work plans to meet business priorities and deadlines.
- Devised strategies to improve organization efficiency and optimize group management.
- Kept detailed records of project progress, discrepancies and other funding.
- Understood fee schedule and terms for all contracts which invoices are submitted.
- Verifies drugs and services are properly authorized and proper documentation is on file.
- Assists training new team members and providing input for the team.
- Communication with team members, intake, pharmacy, insurances, and management.
- Analyzing trends to solve complex issues.

Administrative Assistant , 10/2017 to 12/2018

Company Name " City , State

- Perform clerical tasks such as answering phone calls, filling paperwork, delivering films, and faxing documents to insurers and other healthcare providers.
- Communicated with patients, visitors, and staff to ensure that all needs were being met.
- Worked extensively with electronic medical records.
- Provided logistical support for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Created PowerPoint presentations for business development purposes.
- Monitored premises, screened visitors, updated logs and issued passes to maintain security.

Internship , 06/2016 to 08/2016

Company Name " City , State

- Work extensively with organization's electronic medical records to schedule patients, coordinate shifts, provide service to the under insured.
- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.
- Shadow physicians and nutritionists regularly.
- Organize annual fundraising dinner to sustain free clinic's daily operations.
- Answered telephone inquiries from clients, vendors and the public.
- Performed tasks such as taking vitals, primary and secondary assessments.

Administrative Assistant , 05/2015 to 08/2016

Company Name " City , State

- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff, greeting the public, typing, proofreading, filing, sorting and handling incoming and outgoing mail.
- Assist the event coordinator with organizing fundraising events and compiled informational packets for potential donors.
- Participated in marketing and outreach and other visibility efforts, as requested.

Education

Bachelor of Science : Community Health , 2017

University Of Illinois At Urbana-Champaign - City , State

- Elected to Vice President for Pakistani Students Association in 2016
- Elected to Fundraising Chair for Muslim Students Association in 2016
- Coursework in Health Planning, Health Administration and Health Finances, Health Data Analysis, Macroeconomic Principles, and Healthcare Systems

College Of DuPage - City , State

- Coursework in Emergency Medical Technician, Statistics and Medical Terminology

Skills

- Skilled in Microsoft Office Suite, Adobe Premier Suite, SQL Database, and SAS
- Planning and development
- Strategic decision making
- Fluent in English and Urdu, Functional in Spanish
- Data Management
- Excellent communication skills
- Time management
- Conflict resolution

Work History

Consultant , 06/2018 to 12/2018

Company Name â€“ City , State

- Developed work plans to meet business priorities and deadlines.
- Devised strategies to improve organization efficiency and optimize group management.
- Kept detailed records of project progress, discrepancies and other funding.
- Supported clients with business analysis, documentation and data modeling.
- Collaborated with clients to develop and shape budgets, processes, business intelligence and strategies.

Intern , 10/2017 to 05/2018

Company Name â€“ City , State

- Perform clerical tasks such as answering phone calls, filling paperwork, delivering films, and faxing documents to insurers and other healthcare providers.
- Communicated with patients, visitors, and staff to ensure that all needs were being met.

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