

MONITOR TECH

Summary

Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment. Ability to speak clearly and concisely. Ability to perform duties with speed and accuracy without immediate and constant supervision. Ability to use good judgment in recognizing scope of authority. Ability to learn, interpret and apply office practices and procedures. Ability to establish and maintain good working relationships with co-workers and the general public. Ability to perform duties under critical deadlines

Accomplishments

- Quick learner
- Reports generation and analysis
- Computer proficient
- Microsoft Office

Experience

Company Name January 2014 to Current Monitor Tech

City , State

Document or otherwise report observations of patient behavior, complaints or physical symptoms to nurses.

Company Name March 2007 to December 2013 Health Unit Clerk

City , State

- Answer telephones and direct calls to appropriate staff.
- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Schedule and confirm patient diagnostic appointments, surgeries, or medical consultations.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Prepare correspondence or assist physicians or medical scientists with preparation of reports, speeches, articles, or conference proceedings.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Release information to persons or agencies according to regulations.
- Process patient admission or discharge documents.
- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Transcribe medical reports.

Company Name May 1999 to March 2008 P.B.X. Operator

City , State

- Operate telephone switchboards and systems to advance and complete connections, including those for local, long distance, pay telephone, mobile, person-to-person, and emergency calls.
- Answer incoming calls, greeting callers, providing information, transferring calls or taking messages as necessary.
- Page individuals to inform them of telephone calls, using paging or interoffice communication equipment.
- Monitor alarm systems to ensure that secure conditions are maintained.
- Contact security staff members when necessary, using radio-telephones.
- Offer special assistance to persons such as those who are unable to dial or who are in emergency situations.
- Interrupt busy lines if an emergency warrants.
- Route emergency calls appropriately.

Company Name January 2006 to February 2007 Warehouse Supervisor

City , State

- Keep records of employees' attendance and hours worked.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.

Company Name January 2004 to December 2005 Warehouse Shipping and Receiving

City , State

- Warehouse Shipping and Receiving
- Obtain customers' names, addresses, and billing information, product numbers, and specifications of items to be purchased, and enter this information on order forms.
- Prepare invoices, shipping documents, and contracts.
- Receive and respond to customer complaints.
- Verify customer and order information for correctness, checking it against previously obtained information as necessary.
- Collect payment for merchandise, record transactions, and send items such as checks or money orders for further processing.

- Inspect outgoing work for compliance with customers' specifications.

Company Name January 2002 to December 2003 Front Office Receptionist

City , State

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Answer telephones, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Complete and mail bills, contracts, policies, invoices, or checks.

Education

High School Diploma City , State , US Flint, MI, US High School Diploma Flint Central High Flint, MI High School Diploma, Jun 1985

Skills

Telephones, Invoices, Greeting, Incoming Calls, Security, Switchboards, Clerk, Medical Records, MS Word, Office, Billing, Shipping, Shipping And Receiving, Database Systems, Filing, Incoming Mail, Inventory, Receptionist, Adp, Clients, Jms, Microsoft Office, Office Assistant, Office Management Skills.