

Chris Smith

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Profile

Motivated, personable business professional with multiple college degrees and a successful

12-year track record of profitable small business ownership. Talent for quickly mastering technology – recently completed Microsoft Office Suite certificate course. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent HMO and insurance guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Accounting/Bookkeeping
- ♦ Front-Office Operations
- ♦ Professional Presentations

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Prepare complex reports for managed-care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.