

Chris Smith

123 Some Street ♦ Sometown, VT 05000 ♦ (802) 555-5555 ♦
somebody@somedomain.com

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

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.