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## Office Support Specialist Resume

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### Job Objective

Looking for full time work as an Office Support Specialist with the right company

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### Highlights of Qualifications:

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- Hands on experience in managing all work as a receptionist such as multi line phone systems and other general office equipments
  - Thorough knowledge of PDF software and Adobe Professional
  - Sound knowledge of office and window operating systems
  - Remarkable ability to maintain confidentiality of information
  - Deep ability to manage corporate database and update it when required
  - Amazing communication skills in both oral and written forms
  - Skilled to multitask and prioritize work
  - Proficient in performing all administrative work
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### Professional Experience:

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Office Support Specialist  
Universal Pediatric Services, Angola, NY  
May 2006 – Present

- Administered all patients coming to facility and entered information appropriately and ensured accuracy in patient information system.
- Monitored queries regarding patient billing and resolved all central business office issues.
- Managed all queries from patients over phone or coming to facility.
- Assisted in scheduling all appointments by physicians in compliance to office policy.
- Maintained records of patient referrals such as pre insurance certifications and other procedures.
- Prepared files for patients for various medical records and evaluated it on regular basis after patients visit.
- Trained subordinates and new employees in managing electronic medical records.
- Performed all laboratory tests as requested by physicians.

Office Support Specialist  
PDS Technical Services, Angola, NY  
March 2003 – April 2006

- Managed all incoming phone calls and assisted in answering all queries by clients.
  - Monitored mails on an everyday basis sorted and delivered it to appropriate departments.
  - Coordinated with departments for maintaining and repairing office equipments.
  - Maintained an inventory of office supplies and placed purchasing order as required.
  - Developed files for all project documents and managed vendor invoices.
  - Provided support to moving boxes.
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### Education:

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High School Diploma  
Decatur High School, Decatur, AL

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