
Schedule Clerk Resume

Job Objective

To obtain a Schedule Clerk position that will promote growth, stability and opportunity for advancement.

Work Experience:

Schedule Clerk

Verizon Corporation, Dalton, GA

May 2004 – Present

- Performed all schedule management functions.
- Managed to make changes to department & provided schedule profile templates.
- Constructed profiles to include patient arrival time; station locations; varied booking authorities and appointments.
- Created & modified facility provider list, facility activity list and identification numbers.

Schedule Clerk

Sybase Corp, Dalton, GA

March 2002– April 2004

- Managed to code & enter data into automated scheduling system.
 - Collaborated with members & staff across all service lines.
 - Modified and adjusted providers' schedules.
 - Administered to identify ways to improve systems and processes.
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Summary of Qualifications:

- Excellent verbal & written communication skills
 - Strong interpersonal & human relations skills
 - Ability to perform multiple tasks & work in a fast paced environment
 - Strong service orientation
 - Excellent decision-making & problem-solving abilities
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Education:

Associate Degree in Communications

Community College of Rhode Island, Warwick, RI

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