
Coordination and Scheduling ~ Multi Doctoral Practices ~ Supervision and Administration

Results driven, highly successful with **24+ years' rich experience** in an array of professions with strong expertise in coordination, scheduling and administration, consistent and highly focused on meeting ascertained goals and supervising ascertained tasks; major experience in overseeing resources and managing administrative responsibilities of the organization. Proven expertise in cautiously scheduling all surgeries for practice & deal with all economics related to the surgeries. Dexterous at maintaining database, completing administrative responsibilities and liaising well between two parties. Strong communication and interpersonal skills with a pleasant personality. Exceptionally well-organized with a track record that demonstrates self-motivation, creativity, determination, commitment and initiative to keep learning and hence achieve both personal and organizational goals.

PROFESSIONAL VALUE OFFERED

Coordination	Scheduling	Communication	Coding
Administration	Book Keeping	Record Maintenance	Client Satisfaction
Presentation Skills	Consultation	Database Management	Team Player

PERFORMANCE MILESTONES

Plastic Surgery Associates, P.C. Mclean, VA

- Successfully Certified as a Zerona Technician / Erchonia Low Level Laser.
 - Instrumental in maintaining a client database of over 10,000 patients.
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CAREER PROGRESSION

Patient Care Coordinator, Plastic Surgery Associates, P.C. Mclean, VA, Since Jun 2008

- Shouldered the responsibility of showing the presentation to prospective patient's for Plastic Surgery that includes, economics, what to expect before & after surgery, Power Point Photo before and after pictures presentation.
- Judiciously engendered patient liaison between the Doctors and the Clinical Staff.
- Instrumental in scheduling all surgery for practice and deal with all economics related to the surgery.
- Completely followed up post operatives and created and maintained client satisfaction/referrals.
- Engaged in the administrative tasks which includes pre-op all patients, lab work, legal consent forms and payments.
- Maintained photo data base which consisted of pre and post-operative photos.
- Coordinated well and informed the surgeons of the surgical procedures that the client has chosen.
- Educated the patients on risks and benefits of surgical procedures to ensure they understand scope of surgery.
- Successfully converted 80% of the consultations into surgery.
- Responsible for 100% of patient's satisfaction from the beginning to the completion of such surgery.
- Accountable for over 100 patients per month.
- Prudently assisted the clinical staff with surgical patient / preparation, follow up care to surgical patients.
- Scheduled & Pre Authorized for Health Insurance for all surgeries relating to Trauma, Orthopedic Trauma / Reconstruction and Breast Cancer Reconstruction.
- Coordinated with several Doctors schedules and ordered all equipments / implements for surgery.

Owner, CCH, LLC, Loudon, VA, Dec 2004 to Jan 2009

- Owned and managed private hair salon.
- Responsible for scheduling and maintaining supplies.
- Managed Bookkeeping and management of salon records, amongst others.

Hair Designer, Christine Adam Salon and Spa, Great Falls, VA, Dec 1999 to Dec 2004

- Accountable for maintaining Client base and mentoring young hair dressers.
- Engaged in doing hair cuts and styling as also formulating hair color.

Hair Designer, LeShoppe for Hair, Reston, VA, Mar 1992 to Dec 2009

- Responsible for maintaining Client base and mentoring young hair dressers.
- Successfully completed hair cuts and stylized hairs as also formulated hair color.

Administrative Assistant, Reliance Standard Life, Mar 1989 to Feb 1993

- Regularly input major census information to quote new business/prepared Executive Proposals.
- Actively issued all new lines of policies to clients for home and auto insurance.
- Prudently issued all policy changes to client's home and auto insurance policies.
- Responsible for answering the phone and completing the filings.

Administrative Assistant, Allstate Insurance, Jun 1986 to Mar 1988

- Judiciously issued all new lines of policies to clients for home and auto insurance.
 - Instrumental in issuing all policy changes to client's home and auto insurance policies.
 - Accountable for answering the phone and filing.
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EDUCATION

- McLean High School, McLean, VA-1986.
- Pursuing- Graham Webb International for Hair, Arlington, VA, 1993.
- Pursuing-Redken Color Dimensions.
- Pursuing-Mentor International Symposium for Marketing, 2009

IT PROFICIENCY

- Microsoft Word
- Nextech
- Cerner
- Citrix

EXTRA CURRICULAR ACTIVITIES

- Avon Breast Cancer Walk, 2008

PROFESSIONAL REFERENCES

- Virginia Real-estate License 2004-current
 - Virginia Cosmetology License 1993-current
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Languages Known: English

References and Verifying Documentation Furnished upon Request