

Tamara L. McWilliams 6117 N.E. 15th Avenue Portland, Oregon- 97211 (503) 528-9697

OBJECTIVE: A full-time administrative/management position where my experience, skills and knowledge can be fully utilized and of mutual benefit.

SUMMARY: Responsible, competent and professional individual with a broad range of skills and experience. Excellent communication skills, with the ability to interact successfully with both staff and general public. Strong administrative skills, including extensive record keeping, telephone, clerical and general office experience. Can multi-task, prioritize and schedule workflow to be highly productive. Experienced in payment intake and processing, and general money handling. Computer literate, learns easily, and follows through on tasks and projects. Organized, with good attention to detail.

Administrative/Clerical

- Originated and maintained a successful system of keeping incoming and outgoing request for medical information, while communicating policies and procedures with confidential discretion.
- Obtained my certification and seal as a notary public for the State of Oregon.
- Prepared correspondences for various supervisory staff members.
- Scheduled meetings, seminars, educational training, travel arrangements, conference calls, and interviews for various departments.
- Collaborated with contractors regarding bids and assignments.

Medical Office Management

- Maintained transcription via modem to internal and external medical staff.
- Processed both alphabetical and numerical medical records.
- Scheduled and routed elderly patients to and from requested destinations while maintaining a detailed logging system to insure precise arrival and departure times.
- Coded clinical procedures using ICD-9 codes for billing purposes.
- Ongoing participation in classes and seminars to maintain knowledge of issues such as medical procedures, social issues, security, and emergency responses.

Computer Software/Peripheral Equipment

- Proficient with Windows 95, 98, 2000, Millennium, XP, and all of their components.
- Established knowledge of different system requirements and how they connect to different internal and external peripheral parts.

Work Experience

Office Specialist II	Cascadia Behavioral HealthCare	2002-2002
Maintenance Engineer	Portland Public Schools, District #1	1995-2002
Medical Records Clerk	Metropolitan Clinic	1993-1995
Ticket Specialist	Care Ambulance, Inc.	1992-1993
Business Office Float	Kaiser Permanente	1991-1991

Education And Training

Diploma in Medical Office Management, Concorde Career Institute

Associates of Applied Science Degree in Criminal Justice, Portland Community College

