

Amia Scott

Administrative Representative, Logistics - Eresearch Technology

Philadelphia, PA 19138

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To obtain a secure position where my skills and experience will be applied to provide the opportunity for development, professional and personal growth.

WORK EXPERIENCE

Administrative Representative, Logistics

Eresearch Technology - Philadelphia, PA - September 2006 to Present

- Attend to administrative details as required by office Manager.
- Filing of all Equipments Delivery Receipt.
- Separate all ecg reports.
- Send clients back ecg's and all Reports to Iron Mountain.
- Input missing ecg's into database.
- Make copies of all Holter charts from the source room.
- Pull and ship re-orders for domestic and international sites.
- Send out RMA report.
- Input lot numbers into the database
- Served as a fill in for other positions when needed.
- Responsible for accurate entry of metrics on a daily basis.
- Scan service report to PDF.
- Maintain office in professional and courteous manner.

Accounts Payable Clerk

Sparks Exhibits & Environments - Philadelphia, PA - November 2004 to August 2005

- Post & verify payments received for billing purposes.
- Processed & documented all checks.
- Set up & created new accounts & research client reports.
- Maintain office in a professional and courteous manner.
- Provided excellent and satisfactory customer service.
- Answer multiple phones and directed to appropriate staff members.
- Faxed and mailed all paperwork.
- Release client's records in accordance with Federal and State regulations.

Administrative Registrar

Wills Eye Hospital - Philadelphia, PA - August 1995 to September 2004

- Print daily scheduled appointments for all doctors.
- Print & prepare fee slips & collect co-payments.
- Create & maintain flow of charts, fill out health assessments forms.
- Research reports & scheduled appointments in Outlook calendar.
- Produce correspondence between doctors and clients
- Handle multi-line phone system.
- Verify insurance for billing purposes.
- Data entry, Billing, Typing & filing, verify patient demographics.

- Release client medical records in accordance with Federal and State regulation.

Medical Records Clerk

Presbyterian Hospital - Philadelphia, PA - June 1993 to July 1995

- File, Pull charts daily for various departments.
- Answer and direct all incoming calls.
- Set up admission, enter information from discharge packets.
- Handle all incoming, outgoing mail.
- Maintain front office in a professional courteous manner.
- Perform other related duties; provide excellent and satisfactory customer service.

EDUCATION**Certificate in Cosmetology**

Gordon Phillips Beauty School - Philadelphia, PA
1992 to 1993

Diploma in Business Administration

Germantown High School - Philadelphia, PA
1989 to 1992

ADDITIONAL INFORMATION

Reliable, dedicated, flexible employee committed to adding value to the company. Good organization, communication and interpersonal skills. Efficient, cooperative, and computer literate.