

Anthony Hopkins

Birmingham, AL 35123 | (555) 555-555 | anthonyhopkins@email.com

Objective

Mature, results-focused problem solver, leading production and leasing teams. Adapt quickly to new software. Able to meet tight deadlines and see projects to their finish. Seeking career change to Medical Office Administration, utilizing my education and desirable transferrable skills.

Highlights of Qualifications or Competencies

- Strong customer service & leadership background
- Type 65 WPM, and can utilize all aspects of Microsoft Office Suites
- Remote capable with designated work-station and high-speed internet
- Ethics and professionalism

Education

Herzing University- Diploma in Medical Office Administration **August 2023**

- Relevant Coursework: Patient Privacy, Insurance Claims, Processing & Adjudication
- GPA 3.75

Experience

Consumer Companies, Birmingham, AL **Dec 2020 –Present**

Leasing Manager

- Oversee a portfolio of rental properties and their day-to-day operations
- Prepare owner packets, process applications, and lease recommendations to the Community Manager
- Pull monthly reports and enter data in the Yardi system

Walmart, Birmingham, AL **July 2019 – Present**

Department Manager

- Unloading freight, stocking and price changes
- Maintain inventory accuracy with binning and picking merchandise
- Utilize inventory management system; complete bin audits; work inventory exceptions
- Receive and stock merchandise throughout the facility; organize and maintain backroom safely

ABC Care Facility, Hoover, AL **Mar 2018 –Jul 2019**

Certified Nursing Assistant

- Lifted, changed, fed clients and answered call light
- Assisted with toileting, showering, grooming, dressing
- Compassionate dementia care, wound care, seated and bed positioning
- Observed patients for changes and reported to leadership any concerns

Pizza Hut, Birmingham, AL **Mar 2015 –Mar 2018**

Shift Manager

- Honest, energetic approachable leadership to a team of 5
- Thrived in service, even during peak hours, showing time management, leadership and high standards of cleanliness and customer satisfaction