

# MARGARET BLUM

Trenton, NJ | (609) 123-4567 | [sampleresumetemplates@email.com](mailto:sampleresumetemplates@email.com)

## ASSISTANT OFFICE MANAGER + BOOKKEEPER | Health Care

Project-oriented with a proven track record for implementing innovative procedures to improve office efficiencies and procedures. Excellent figure aptitude and ability to recognize and correct discrepancies. Maintains strong statistical data/order entry skills and software proficiencies. Highly organized with exceptional time management and problem-solving skills.

**Office Administration**  
**Accounts Payable**  
**Payroll Reconciliation**  
**Billing & Reporting**  
**Process Improvements**

## PROFESSIONAL EXPERIENCE

MED-HELP | Trenton, NJ

4/2016 – Present

### Assistant Office Manager / Bookkeeper

- Digitize documents for Billing, Accounts Payable, HR, Cash Receipts, and Payroll Departments.
- Reconcile monthly census, prepare month-end reports, and update daily census records.
- Prepare accounts payable, research unpaid invoices, and correct invoicing discrepancies.
- Process data for payroll reconciliation for 150 employees reflecting vacation and personal time.
- Update vital statistics log for county records and process death certificates using state records.
- Maintain personnel files and track clinical credentials and annual TB updates.

THE SHOEBOX | Trenton, NJ

2/2012 – 4/2016

### Shipping & Billing Clerk

- Received, edited, and processed a high-volume of merchandise orders for shipping and billing.
- Reviewed orders for accuracy of pricing and unit of measure; corrected errors before data input.
- Forwarded confirmations to inform customers of discrepancies and approximate shipping dates.
- Routed orders with incorrect information to Customer Service for swift resolution and re-processing.
- Compiled comprehensive statistics and prepared various reports for management review.

St. AUGUSTINE HOSPITAL | Hackensack, NJ

9/2006 – 2/2012

### Medical Office Assistant

- Audited patient charts in strict compliance with regulatory requirements using a hospice care system.
- Helped nurses, chaplains, social workers, and volunteers with diversified administrative tasks.
- Observed weekly interdisciplinary team meetings and assisted in handling overflow call volumes.

## EDUCATION

HACKENSACK COMMUNITY COLLEGE

**Certificate of Completion in Medical Office Technology**

## COMPUTER SKILLS

MS Word, Excel and PowerPoint; QuickBooks; Medi-Sys