

Charolette Cox

Receptionist, Office manager

Burkburnett, TX
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WORK EXPERIENCE

Inventory Specialist

RGIS - Wichita Falls, TX - April 2014 to Present

Responsibilities

Count inventories for large retailers and grocery/convenience store chains

Skills Used

Basic Mathematical skills

Ten key by touch

Electronic Medical Charting Specialist/Transcriptionist

The Women's Clinic - Wichita Falls, TX - July 2012 to September 2013

Transcribed doctors messages, and charted patient messages from nurse's message line.

Scanned medical documents into charts using Electronic Medical Records Software.

Researched patient information from various hospital websites and resources

Requested medical records

Worked with pharmaceutical reps to ensure an ample supply of medicinal samples.

Office Manager/Inventory Coordinator

NEO Community Action Agency - Jay, OK - February 2010 to December 2011

Scheduling emergency services appointments for clients

Order office supplies

Take telephone calls and direct messages to appropriate employee

Conduct and coordinate inventory of non profit organization

Receive, log, and distribute mail

Fax, file, scan emergency services/tax records for clients

Data entry and client intake specialist

Health Insurance Claims Processor

Blue Cross and Blue Shield of Texas - Wichita Falls, TX - January 2008 to August 2008

Input Health claims into company database

Research and record correct cpt and icd9 codes to ensure proper payment of claims

Data entry, faxing, email and phone correspondence

Retail Store Manager

Coach House Gifts dba Hallmark - Wichita Falls, TX - July 2005 to January 2008

Manager on total store level including staff hiring, training, evaluation and work schedules

Coordinate inventory control, receiving: merchandising (plan-o-grams) and store maintenance.

Establish and implement store sales goals to maximize overall profitability.

EDUCATION

Bachelors of Science in Science Liberal Arts

Arlington Baptist College

May 1999

SKILLS

Administrative Assistant, Office Management, Inventory Management

ADDITIONAL INFORMATION

Professional and Personal References Available upon request.