

Michelle Hobbs

Administrative Assistant/ Customer Service

Fall River, MA 02723

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Reliable and diligent worker who is skilled in customer service, medical billing and coding (administrative), and management; Able to multi-task; Enjoys working in teams and individually.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Warehouse helper

TPI Composites - Fall River, MA

December 2018 to March 2022

- Entering orders into computer and printing part sheet
- Scheduling parts to be made for upcoming week
- Checking floor inventory against shipping manifest for weekly shipments

Inventory Control Specialist

Amazon.com - Fall River, MA

September 2016 to October 2018

Checking merchandise to make sure it was correct on the website

Front Desk Receptionist

Clay Nissan - Boston, MA

April 2011 to September 2016

Responsibilities

I was the main switch board. My duties included answering the phones, transferring calls, greeting and guiding guests, filing and inputting information in the computer

Skills Used

Microsoft skills, customer service skills, multi tasking skills

Administrative Assistant

Externship - Needham, MA

December 2009 to February 2010

Education

Medical Administrative Assistant

Lincoln Tech. Allied Health - Somerville, MA

December 2008 to June 2010

GED

Home Building Institute - Grafton, MA

April 2001 to November 2002

Skills

- Inventory Control
- Shipping Receiving
- Warehouse Inventory (7 years)
- Inventory Management
- Quality Control (10+ years)
- Quality Inspector
- Order Picking
- Order Entry (10+ years)
- Packaging
- Medical Scheduling
- Medical Coding
- Medical Billing
- Forklift
- CPT Coding
- Communication skills
- Order entry
- Medical terminology
- Medical billing
- Cash register
- Front desk
- Medical coding
- SAP ERP
- Quality control
- ERP systems
- Customer service (10+ years)
- Interviewing
- Microsoft Excel
- Sales

Certifications and Licenses

CPR Certified

April 2011 to May 2012

Obtained a CPR certification while attending classes at Roxbury Community College.

Driver's License

February 2024 to November 2028

Assessments

Attention to detail — Proficient

April 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Warehouse safety — Proficient

April 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Work style: Reliability — Proficient

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

February 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.