Career Planning
Your Education at Work

UCIRVINE | EXTENSION

Functional Resume Sample

Anne B Stephens

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Career Summary: Motivated business professional with multiple degrees and a successful record of profitable business growth. Demonstrated history of dealing with executives and managers at all levels, utilizing tact and diplomacy. Thrives in a deadline driven environment.

Skills Summary

Project Management
Customer Service
Report Preparation
Computer Savvy
Front Office Administration
Insurance Billing and Coding

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- Prepare complex reports for insurance companies and managed care facilities, ensuring full compliance and rigid deadlines.
- Conducted sessions on meditation and relaxation techniques.
- Communicate medical concepts to patients using layman's terms to facilitate understanding.
- Design and implement classes for small businesses and local associations, educating employees on lifting skills to avoid injury.

CUSTOMER SERVICE/PROBLEM SOLVING

- Oversee a front office operation, providing excellent customer service.
- Built a thriving clientele supported by 65% referral business.
- Launched a private practice, building revenue from zero $ to $74K in first three years with nominal overhead.
- Developed and provided classes and in service demonstrations to the skeptical medical community from a Chiropractor point of view.
- Presentations resulted in standing room only crowds of 65+
- Increased client base by one third resulting from MD referrals.

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Employment History

ABS CHIROPRACTIC San Clemente, CA Laguna Beach, CA
Owner/Operator, 1996-Present

STARBUCKS COFFEE Portland, Oregon
Assistant Manager/Barista, 1989-1995

Education

OREGON COLLEGE OF CHIROPRACTIC Portland, Oregon
Doctor of Chiropractic Degree 1995
Four year advanced degree and licensed to practice in Oregon, California and Washington.

PORTLAND COMMUNITY COLLEGE Portland, Oregon
Associate Degree in Biology, 1988

Professional Affiliations

- California Association of Chiropractic Professionals
- Oregon Association of Chiropractic Professionals
- Laguna Beach Chamber of Commerce
- San Clemente Chamber of Commerce - Treasurer 2011