

Travis Roberts

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OBJECTIVE

Seeking employment as a certified medical administrative assistant in a health care office environment.

EDUCATION

Bachelor of Science in Biology
Coastal Carolina University, Conway, SC
GPA: 3.2 Dean's List Honors
December 2019

Relevant Coursework: Neuroscience Foundations, Developmental Biology, Molecular Biology, Genetics

EXPERIENCE

Quality Analyst, Veterans Evaluations Services April 2020 to January 2021

- Review exam reports generated by health providers on behalf of veterans
- Work with health providers to ensure timeliness of reports to the VA
- Ensure claims made by the veteran are addressed

Medical Scribe, ScribeAmerica: Tidelands Health April 2018 to April 2020

- Provide real time charting for doctors, nurse practitioners, and physician's assistants
- Serve in the emergency department of a busy regional hospital
- Assist doctors with tracking patient status with regard to results from labs, X rays, CT scans

Gap – Pursuing Bachelor's Degree in Biology June 2016 to April 2018

Electronics Technician, US Navy June 2002 to June 2016

- Managed and supervised division of 9 personnel
- Administered maintenance program, created daily work lists, and coordinated training program
- Provided training to the Submarine Fleet on electronic navigation methods and systems
- Managed maintenance program, with successful completion of over 1000 maintenance items
- Conducted critical repairs to electronic navigation suite to support deployments vital to national security

SKILLS

- Electronic medical records: Meditech
- HIPAA policies and procedures
- Microsoft Office: Excel, Word, PowerPoint
- Effective communicator and team player
- Demonstrated excellent patient care and customer service
- Time management and organization
- Typing speed 45 wpm
- Medical terminology