Dr. Martha Renner

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EDUCATION

Bachelor of Science, Physiology Month Year State University, City, State

Medical Doctorate, Month Year College of Medicine, City, England

EXPERIENCE

Month Year – Present Medical Consultant/Legal Assistant Law Firm. City, State

Review incoming medical records. Liaison between the law firm and the hospitals and physicians. Also assist in the oral and written discovery process for medical malpractice and personal injury cases. Draft correspondence between attorneys, clients, witnesses and experts.

Month Year – Month Year Clinical Trials Research Student Cancer Center, City, State

Assist with the data management of the Clinical Trials Department. Organized files and medical records. Photocopied documents to be sent to pharmaceutical companies. Answer telephones and type several different forms for the approval and review of different clinical trials.

Month Year- Month Year Claims Representative Insurance Claims Center, City, State

Investigate, evaluate, negotiate, and settled Auto and Homeowners claims, while exercising sound judgment. Communicated effectively with all parties involved in a claim. Developed and analyzed data with regard to the insurance contract. Interpreted, evaluated and prepared damage repair estimates. Assisted insured and/or claimant in obtaining estimate of damaged property. Investigated coverage questions and claims. Negotiated settlements with policyholders, claimants, or their representatives.

Month Year – Month Year Physician's Assistant Dr. Patricia Harrick, City, State

Responsible for checking patients in, taking blood pressures, pulses, temperature, physical/medical history etc. Also assist on all procedures, Pap Smears Cryosurgery, colposcopy, deliveries etc.

SKILLS

Technical: MS Word, MS Excel, MS Powerpoint, Macromedia Dreamweaver, MS Front Page, MS Outlook, MS Access Word Perfect

ORGANIZATIONS

Fundraising Co-Chair for the Metropolitan Board of the City Urban League Leadership Board for the Metropolitan City chapter of Big Brothers Big Sisters