Lindsay Weinert
410-916-5346
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Work Experience

MEDICAL RECEPTIONIST - ROBINSON AND MAX DERMATOLOGY - 2023-PRESENT

° Checked patients in and out, scheduled appointments, and coordinated insurance verification and payments for a high-volume medical practice.
° Delivered warm, professional service to every patient, ensuring smooth front-desk operations and a welcoming environment.
° Collected copays, filed insurance claims, and resolved coverage questions, maintaining accuracy and confidentiality.
° Trained in phone etiquette and patient communication, handling high call volumes with empathy and efficiency.
° Adapted quickly to new software and workflows

ENGRAVER / SALES - THINGS REMEMBERED -2022-2023

° Delivered warm, professional service to customers, ensuring each interaction was efficient and positive.
° Designed and engraved personalized orders with daily turnaround while managing daily store operations.
° Processed payments, handled cash accurately, and completed opening/closing procedures as a key holder.
° Maintained organized inventory and ensured displays were professional and inviting.

CRYSTAL ENGRAVER / E COMMERCE / EVENTS - SMYTH JEWELERS-2010-2019

° Managed client relationships and communications for individual and high-value buyers, ensuring smooth scheduling and follow-up.
° Oversaw e-commerce operations including product listings, payment processing, shipping, and customer support.
° Designed and engraved crystal and glass pieces for major clients, ensuring accuracy and timely fulfillment.
° Represented the brand at public events, coordinating logistics and engaging professionally with attendees.

Skills

° Patient & Client Scheduling ° Insurance & Payment Processing ° Front Desk & Office Administration
° Professional Phone Etiquette ° Customer Service Excellence ° Inventory & Record Management
° Adobe Creative Suite ° Photography ° Social Media Content Creation

Towson University - BFA, Cum Laude