

Karron Clabeaux

Registration Clerk

Diligent Registration Clerk with 1 year of experience in efficiently managing registration processes, maintaining accurate records, and providing exceptional customer service. Adept at handling sensitive information with confidentiality and ensuring compliance with relevant regulations. Skilled in multitasking, problem-solving, and utilizing technology to streamline operations. Seeking to contribute expertise in registration and administration in a challenging new role.

karron.clabeaux@gmail.com



(744) 907-2656



123 Maple St, Concord, NH
03301



Education

Associate of Applied Science in Health

Information Management
at Manchester Community
College, Manchester, NH

Aug 2017 - May 2022

Relevant Coursework: Medical Terminology, Anatomy and Physiology, Health Data Management, Healthcare Reimbursement, Medical Coding, Health Information Law and Ethics, Quality Improvement, Healthcare Statistics and Research, Electronic Health Records, and Health Information Systems.

Links

[linkedin.com/in/karronclabeaux](https://www.linkedin.com/in/karronclabeaux)

Skills

Data Entry



Customer Service



Time Management



Microsoft Office



Multitasking



Attention to Detail



Employment History

Registration Clerk at New Hampshire Registration Services, NH

Mar 2023 - Present

- Successfully processed over 1,000 vehicle registrations per month, ensuring timely and accurate service for New Hampshire residents.
- Streamlined the registration process by implementing a new online appointment system, resulting in a 25% reduction in wait times and a 15% increase in overall customer satisfaction ratings.
- Assisted in training and mentoring 5 new registration clerks, contributing to a 10% increase in team productivity and efficiency.

Registration Clerk Assistant at Granite State Registration Solutions, NH

Aug 2022 - Jan 2023

- Successfully processed over 500 registrations daily, ensuring efficient and accurate data entry for Granite State Registration Solutions, NH.
- Implemented a new digital filing system, reducing registration processing time by 30% and significantly improving overall office productivity.
- Trained and supervised a team of 5 interns, resulting in a 20% increase in registration processing capacity and reduced errors by 15%.
- Spearheaded a customer service initiative that led to a 25% improvement in client satisfaction ratings, enhancing the company's reputation in the community.

Certificates

Certified Registration Representative (CRR)

Aug 2021

National Association of Healthcare Access Management (NAHAM) Certified Healthcare Access Associate (CHAA)

Apr 2020

Memberships

National Association of Healthcare Access Management (NAHAM)