

RENEE WALTON

PART-TIME REMOTE ADMINISTRATIVE ASSISTANT | CUSTOMER SUPPORT
Southern California, United States | support@rwprescott.com | linkedin.com/in/reneewalton1111

PROFESSIONAL SUMMARY

Experienced administrative and customer support professional with a background in healthcare documentation, records management, online business operations, and information accuracy. Skilled in coordinating with department staff, reviewing detailed records, resolving discrepancies, and maintaining confidential information. Organized, dependable, and comfortable working independently with digital systems and established procedures. Seeking a part-time remote administrative or customer support position.

CORE SKILLS

- Administrative & Operational Support • Customer Communication & Service • Data Entry & Records Management
- Documentation Review & Verification • Data Accuracy & Reconciliation • Interdepartmental Coordination
- Written Communication • Research & Information Organization • Confidential Information Handling

PROFESSIONAL EXPERIENCE

Independent Business Operations & Administrative Support | RW Prescott | Self-Employed | 2026 - Present

- Provide administrative, research, and digital business support for independent business projects.
- Review and organize information, identify discrepancies, and prepare clear written summaries.
- Maintain organized digital records and update business information with attention to accuracy.
- Create and revise website content, product descriptions, and customer-facing materials.
- Develop structured workflows to improve organization and consistency.

Digital Business Development | Independent Business Ventures | Independent Contractor | 2002 - 2025

- Built and managed online business ventures, overseeing administrative activities, content, and daily operations.
- Maintained business records, organized product and vendor information, and supported customer communications.
- Researched products, vendors, and services to support business decisions.
- Created and maintained online content and organized recurring administrative processes.
- Managed multiple responsibilities independently while maintaining accurate records and consistent service.

Charge Capture Coordinator | City of Hope National Medical Center, Duarte, California | 1992 - 2002

- Coordinated billing documentation and data-review processes across 16 ancillary medical departments.
- Communicated with department staff to resolve discrepancies and support accurate documentation.
- Reviewed medical billing records for completeness, consistency, and accuracy.
- Maintained confidential records and followed established departmental procedures.
- Supported quality assurance through cross-checking, information verification, and careful attention to detail.

EDUCATION

High School, General Studies

Blair High School | South Pasadena, California

Vocational College, Business Administration

Watterson College | Pasadena, California

TECHNICAL SKILLS

Microsoft Word • Wix Website Management • Online and AI Research Tools • Online Business Platforms

REMOTE WORK STRENGTHS

Self-directed and dependable, with experience managing detailed work independently, communicating clearly in writing, maintaining organized digital information, and following accuracy-sensitive procedures.