



PATRICE

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

EXECUTIVE ASSISTANT

The Taj Simmons Team, eXp Realty | 2022 - 2025 (3 Years)

- Supported real estate operations by managing agent meetings, preparing seller/buyer documents via Bright MLS, assisting with contracts through DocuSign, handling travel arrangements, managing calendars, and executing social media posts and newsletters to support listings and team engagement Patrice Anfone (Online Job)

MEDICAL VIRTUAL ASSISTANT (HEALTHCARE ACCOUNT)

Rockwood Medical Clinic, Texas | 2022 - 2025 (3 Years)

- Verified patient insurance eligibility and benefits, completed and uploaded VOB forms to EHR, tracked claims and denials, generated weekly insurance and coverage reports, monitored HIPAA compliance, and reviewed patient financial responsibility and claim codes Patrice Anfone (Online Job)

EXECUTIVE ASSISTANT/RECRUITMENT SUPPORT

Hutchison Property Group (Real Estate - eXp) | 2022 - 2024 (2 Years)

- Managed recruitment pipelines using CRMGrow, coordinated interviews, onboarded new hires, maintained agent headcount, handled website and landing page updates, scheduled meetings, prepared contracts, and supported marketing and newsletter campaigns Patrice Anfone (Online Job)

EXECUTIVE ASSISTANT

The Overman Group (Real Estate) | 2022 - 2023 (1 Year)

- Provided executive support through calendar and email management, contract preparation, travel arrangements, marketing assistance, and coordination with agents on sales updates and transactions Patrice Anfone (Online Job)

PAYMENT POSTING ASSOCIATE

Health Recon Connect | 2019 - 2021 (2 Years)

- Processed EOB and ERA postings, reconciled payments, handled claim denials, updated patient responsibility balances, and documented contractual adjustments to ensure accurate healthcare billing records Patrice Anfone (Online Job)

SOURCING SPECIALIST/VA COLD CALLER

VS Cold Caller Agency | 2010 - 2013 (3 Years)

- Sourced and pre-screened candidates via Indeed, LinkedIn, and social platforms; coordinated with hiring managers and candidates

HEALTHCARE ACCOUNT RECRUITMENT

PME Home Health | 2011 - 2014 (3 Years)

- Designing and implementing the overall recruiting strategy. Conduct interviews and filter candidates for open positions

MEDICAL VA -TRIAGE SUPPORT

Johnson & Johnson | Project-Based

- Handled inbound calls and emails related to vaccine inquiries, prioritized urgent cases, and routed callers to appropriate hospitals or healthcare facilities based on urgency and location

SKILLS/AREAS OF EXPERTISE

- Executive Assistance
- HR Tasks (Recruitment, Onboarding, Employee Records)
- Email & Calendar Management
- Meeting & Event Management
- Social Media Management & Scheduling
- Newsletter Creation & Distribution
- Real Estate Virtual Assistance
- Property Listings & Inventory Management
- Landing Page Coordination & Updates
- CRM Management & Client Follow-ups
- Documentation, Reporting & SOP Support
- Cross-Functional Team Coordination

TECHNOLOGY

- | | |
|-----------------------------|------------------------|
| • CRMGrow | • HomeLight |
| • ClickFunnels | • FastExpert |
| • ClickUp | • MyeXp |
| • Asana | • Workplace |
| • Calendly | • Buffer |
| • Indeed | • Slack |
| • Google Voice | • Canva |
| • Google Drive | • Unsplash |
| • Google Sheets & Documents | • Zoom |
| • Gmail | • LastPass |
| • Google Calendar | • eZCourse |
| • Facebook / Instagram | • YouTube |
| • KVCORE | • MailerLite |
| • Zillow | • Descript |
| • MLS | • Loom Screen Recorder |
| • OJO | |

[CLICK HERE TO
VIEW MORE CANDIDATES](#)



Click here to:
[BOOK AN INTERVIEW](#)