

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Medical receptionist with five years of experience seeks to work in a clinic and streamline the office processes. Track record of digitizing paperwork and decreasing inventory costs by an average of 17% annually. Willing to take on leadership roles to ensure smooth office operations.

Experience

Medical Receptionist - Family Doctors/ Location

MONTH YEAR - Present

- Worked with patients of all ages to schedule appointments and accommodate walk-ins
- Digitized patient records to upload into a HIPAA-compliant online portal
- Sought out vendors to lower office inventory costs by 17%
- Handled over 100 phone calls daily

Administrative Assistant - Medical Organization/ Location

MONTH YEAR – MONTH YEAR

- Served as administrative assistant to the CEO of the organization
- Scheduled appointments, training, and conferences for the leadership team
- Organized meetings and coordinated with vendors for affordable concessions and cleaning services
- Filed relevant paperwork and files to ensure the company continually improved its service metrics

Project Experience

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Education

Associate’s Degree in Medical Office Administration - Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Calendar management
- Customer service
- Filing and organization of crucial documents
- Scheduling of concessions, cleaning, and other tasks
- Served as the go-to person for the leadership team and CEO

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Coding Specialist (CCS) from American Health Information Management Association (AHIMA)
- Medical Billing Certification from American Medical Billing Association (AMBA)
- Certified Medical Administrative Assistant from the National Healthcareer Association