

NAME

TITLE

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

Profile

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Experience

Medical Administrative Assistant - Company / Location

MONTH YEAR - Present

- **Job Description:** Managed all front-of-office activities, including scheduling, patient intake forms, and entering information into the computer system
- **Results:** Ensured the physicians were on time with their appointments and ensured patients got seen when they needed to
- **Additional Competencies:** Remained HIPAA compliant at all times to protect patient privacy
- **Other:** Encouraged healthy habits among everyone in the office

Office Clerk - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Managed all office tasks like filing, scheduling, and answering phones for everyone in the office
- **Results:** Ensured errors were minimal and everything was in order in a functional office with more than 15 employees
- **Additional Competencies:** Helped other office staff with additional tasks as needed, such as calling customers to confirm appointments or setting reminders for payment
- **Other:** Earned employee of the month two times in a single year

Project Experience

- **Student Council:** I worked on the student council as an undergraduate student, learning leadership, organization, and interpersonal skills.
- **Blood Drive Volunteer:** Volunteered to help with a blood drive where I collected paperwork and ensured people filled it out correctly before filing it away for records.
- **Medical Office Intern:** I completed an internship as a medical assistant, where I learned more about how a medical office runs and what to expect working in one.

Education

Associate of Science in Medical Assisting - University of North Carolina

MONTH YEAR

- GPA: 4.0

Bachelor in Business Management - University of North Carolina.

May 2009

- GPA: 3.5

Skills

Expertise

- General administrative skills
- EMR knowledge
- Scheduling
- Medical terminology
- HIPAA compliant

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR
- EMR Management
- Billing and Coding