Joshua S. Spearman

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**Objective**

With my customer friendly attitude, skills, and experience, I would like to provide comprehensive, frontline support to clients of my organization.

**Skills**

* Possess an impressing telephonic voice.
* Pleasing personality with great communication skills.
* Knowledge in bills and coding.
* Excellent public relation expertise.
* Computer knowledge in database and spreadsheet maintenance.
* Accustomed to taking care of multiple clients as well as a telephone at the same time without becoming impatient.
* Well organized, thorough, and caring.

**Professional Experience**

**Medical Receptionist**

PRC Health Care Centre, Houston, TX

2012 - Present

* Welcoming customers, attending telephone calls, and answering customer inquiries; scheduling appointments.
* Updating computer databases, handling fax, incoming and outgoing messages, checking incoming mail and arranging and marking them separately to ensure receipt by right departments and doctors.
* File maintenance and other administrative jobs, preparing bills based on billing and coding systems.

**Receptionist**

Dr. Michael's Dental Care Unit, Austin, TX

(2010 - 12)

* Attended customer calls, informed about doctor’s visiting hours and provided appointments; logged the time schedule in register.
* Greeted customers at the reception counter, answered their queries; checked prescriptions and cleared their confusions about intake of medications; also suggested to them procedures of maintaining dental hygiene.
* Maintained files and incoming/outgoing mails; worked together with the dental assistant to ensure that medical devices were in order; as per requirement, called upon service technicians for repairing of the tools or making supplies.

**Education**

**Diploma in Medical Billing and Coding**

University of Georgia, Georgia (2010)

**Associate's Degree in Medical Receptionist & Transcriptionist**

Phil Community College, Philadelphia (2008)

**High School Diploma**

RXD High School, Philadelphia (2006)