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| NameAddress City, State and Zip CodePhone numberEmail address |
|  IVE:  | OBJECTIVE: Full time position in the medical field utilizing my front office and secretarial skills.  |
|   |  SPECIAL Bilingual: Fluent in English and \_\_\_\_\_\_\_\_\_\_ABILITIES: Computer Skills: Microsoft Word, Excel, PowerPoint, QuickBooks, Outlook and EMR  |
| :  | PROFESSIONAL EXPERIENCE: |
|  | 11/09 to Name of Medical or Dental Group present Medical or Dental Specialty City, State and Zip Code  Phone Number Office Manager: First and Last Name Medical Secretary Responsibilities include answering phones, scheduling and following up on appointments,  answering the patients questions regarding medical procedures, composing and typing  letters for the doctor, and weekly medical reports. Other duties include assisting the doctor  with meetings and making travel arrangements on a regular basis. |
| 1  | 3/06 to 10/09 Name of Medical or Dental Group Medical or Dental Specialty  City, State Zip Code  Phone Number  Office Manager: First and Last Name Medical Front Office Receptionist  Duties included greeting the patients, answering five phone lines for a three doctor practice,  scheduling appointments, data entry, verifying insurance, follow up calls and collecting  co-payments.EDUCATION: Bryman College, Los Angeles, CA 2004 - 2006 Medical ManagementREFERENCES: Excellent references available upon request. |