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| Name Address  City, State and Zip Code  Phone number  Email 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 Management  REFERENCES: Excellent references available upon request. |