

Name Surname

Address, WA

Committed to HEALTHCARE FACILITIES

555-555-5555 • email@address.domain

A knowledgeable, accurate and safety-conscious skilled reliable employee with years' of work experience in receptionist/ admission representative in a health care setting.

Ready for a challenging position as a healthcare facility specialist with the aim of undertaking certain roles and responsibilities in a renowned health care organization that offers an opportunity towards professional growth and development

KEY SKILL SETS

- Comprehensive knowledge of medical care operations and health care practices.
- Extensive knowledge of clinical protocols, medical terminology, and health care business operations.
- In-depth knowledge of medical records administration and management procedures.
- Ability to communicate effectively with strong management and organizational skills.
- Skilled in managing multiple tasks and has the ability to work in a team environment.
- Possess excellent verbal and written communication skills.

Technical skills: MS Excel, MS Word, MS PowerPoint; MS Outlook; Compulink

PROFESSIONAL STRENGTHS

- Possess in-depth knowledge of developing, implementing, and recommending health programs.
- Ability to research, analyze and evaluate delivery procedures, methods and practices.
- Assigned the responsibilities of checking and preparing related documents to ensure that it follows medical standards and regulations.
- Possess good analysis and troubleshooting skills.
- Familiar with important laws, codes and regulations related to healthcare system and operations, including insurance.

LICENSURE – Massage Therapy License

SELECTED ACCOMPLISHMENTS

- Handled operations support for multiple areas originally operating without a clearly defined structure, resulting in vastly improves efficiencies, quick response, adaptable, and cost-effective operations.
- Transitioned diverse population with different ethnic background into a cohesive team by communicating, offering praise, supplying tools, giving them additional training by using management strategies.
- Assigned the tasks of analyzing and providing recommendations to improve health care facilities where necessary

PROFESSIONAL OVERVIEW

Name Healthcare Center, Mill Creek, WA <i>Massage Therapist Receptionist</i>	2011-Present
Name Healthcare, Everett, WA <i>Massage Therapist Receptionist</i>	2010-2011
Name Healthcare, Everett, WA <i>Massage Therapist</i>	2010

EDUCATIONAL BACKGROUND

Graduated [Hons] in Massage Therapy Everest College, Seattlem WA	2009-2010
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VOLUNTEERING

- Volunteer as tech for Cascade High School marching band and color guard.
- Volunteer as tech for Cascade High School winter guard.

REFERENCES

Supporting documentation and information furnished upon request.