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| John Doe | | |
| Summary  Detail-oriented recent graduate with a passion for healthcare technology and electronic health records. Eager to leverage knowledge of EHR systems to improve patient care and streamline administrative processes.  Work Experience  **EHR Intern Jan 2023 – Present**  HealthTech Solutions Springfield, IL   * Assisted in the implementation of EHR software for over 200 patients. * Performed data entry and ensured HIPAA compliance throughout the process.   **Administrative Assistant Jun 2021 – Dec 2022**  Springfield Family Clinic Springfield, IL   * Managed patient scheduling and records management for a busy clinic. * Provided technical support to staff on EHR system usage, increasing efficiency by 15%.   Education Bachelor of Science: Health Information Management May 2023 *University of Illinois**Urbana-Champaign, IL*  certifications   * Certified Electronic Health Records Specialist (CEHRS) – NHA – 2023 | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  EHR Software Proficiency  Data Entry  Patient Scheduling  HIPAA Compliance  Technical Support  Database Management  Analytical Skills  Attention to Detail  Communication Skills |