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| John Doe |
| SummaryDetail-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%.

EducationBachelor of Science: Health Information Management May 2023*University of Illinois**Urbana-Champaign, IL*certifications* Certified Electronic Health Records Specialist (CEHRS) – NHA – 2023
 | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsEHR Software ProficiencyData EntryPatient SchedulingHIPAA ComplianceTechnical SupportDatabase ManagementAnalytical SkillsAttention to DetailCommunication Skills |