|  |  |  |
| --- | --- | --- |
| Jessica Smith | | |
| Summary  Recent healthcare administration graduate with a strong foundation in healthcare systems and patient management. Eager to contribute to improving operational efficiency and patient care in a dynamic healthcare environment.  Work Experience  **Healthcare Intern Jun 2022 – Aug 2022**  Springfield Hospital Springfield, IL   * Assisted in the management of patient records, improving data retrieval time by 20%. * Collaborated with healthcare providers to streamline patient intake processes.   **Administrative Assistant Jan 2021 – May 2022**  Health Services Center Springfield, IL   * Facilitated scheduling for over 100 patient appointments per week. * Maintained accurate filing systems, enhancing office efficiency by 15%.   Education Bachelor of Science: Healthcare Administration May 2022 *University of Illinois**Chicago, IL* | Contact  (123) 456-7890  jessica.smith@example.com  Springfield, IL 62701  Skills  Healthcare Management  Patient Care Coordination  Data Analysis  Health Policy Knowledge  Interpersonal Communication  Time Management  Problem-Solving  Team Collaboration  Report Writing |