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| Jessica Smith |
| SummaryRecent 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%.

EducationBachelor of Science: Healthcare Administration May 2022*University of Illinois**Chicago, IL* | Contact(123) 456-7890jessica.smith@example.comSpringfield, IL 62701SkillsHealthcare ManagementPatient Care CoordinationData AnalysisHealth Policy KnowledgeInterpersonal CommunicationTime ManagementProblem-SolvingTeam CollaborationReport Writing |