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| Jane Doe | | |
| Summary  Recent healthcare administration graduate with strong organizational skills and attention to detail. Eager to contribute to patient scheduling and office operations in a dynamic healthcare environment.  Work Experience  **Healthcare Intern May 2022 – Aug 2022**  Springfield Community Health Center Springfield, IL   * Assisted in scheduling patient appointments, ensuring efficient use of provider time. * Managed patient intake forms and coordinated with administrative staff to streamline processes.   **Receptionist Jan 2021 – May 2022**  Health First Clinic Springfield, IL   * Handled multi-line phone system, directing calls and scheduling appointments for a busy clinic. * Maintained patient records with a 98% accuracy rate, ensuring compliance with HIPAA regulations.   Education Bachelor of Science: Health Administration May 2022 *University of Illinois**Springfield, IL* | Contact  (555) 123-4567  jane.doe@example.com  Springfield, IL 62701  Skills  Patient Scheduling  Communication Skills  Attention to Detail  Time Management  Customer Service  Data Entry  Medical Terminology  Problem-Solving |