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| Jane Doe |
| SummaryRecent 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.

EducationBachelor of Science: Health Administration May 2022*University of Illinois**Springfield, IL* | Contact(555) 123-4567jane.doe@example.comSpringfield, IL 62701SkillsPatient SchedulingCommunication SkillsAttention to DetailTime ManagementCustomer ServiceData EntryMedical TerminologyProblem-Solving |