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| Jane Doe |
| SummaryDedicated and detail-oriented Medical Office Assistant with a strong foundation in patient care and administrative support. Eager to leverage skills in a dynamic healthcare environment to improve patient experiences and streamline office operations.Work Experience**Medical Office Intern Jan 2023 – Present**Community Health Clinic Springfield, IL* Assisted in scheduling patient appointments, reducing wait times by 15%.
* Managed patient intake forms and verified insurance information for accuracy.

**Receptionist Jun 2021 – Dec 2022**Springfield Family Practice Springfield, IL* Greeted and checked in patients, ensuring a welcoming environment.
* Handled phone inquiries and managed messages for medical staff.

EducationAssociate of Applied Science: Medical Office Administration Jan 2021*Lincoln Land Community College**Springfield, IL*certifications* Certified Medical Administrative Assistant (CMAA) – National Healthcareer Association – 2023
 | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsPatient SchedulingMedical TerminologyData EntryInsurance VerificationPhone EtiquetteElectronic Health Records (EHR)Office ManagementCommunication SkillsCustomer ServiceTeam Collaboration |