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| Jane Doe | | |
| Summary  Dedicated 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.   Education Associate 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) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Patient Scheduling  Medical Terminology  Data Entry  Insurance Verification  Phone Etiquette  Electronic Health Records (EHR)  Office Management  Communication Skills  Customer Service  Team Collaboration |