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| Emily Johnson | | |
| Summary  Recent graduate with a strong interest in healthcare administration. Eager to contribute to a medical office by providing excellent patient service and efficient administrative support.  Work Experience  **Medical Assistant Intern Jun 2022 – Aug 2022**  Springfield Family Practice Springfield, IL   * Assisted with patient check-in and check-out processes, improving office efficiency by 15%. * Managed patient records and ensured accurate data entry into the EHR system.   **Receptionist Jan 2021 – May 2022**  Local Community Center Springfield, IL   * Handled incoming calls and scheduled appointments for over 100 clients per week. * Provided exceptional customer service, leading to a 20% increase in client satisfaction.   Education Associate of Applied Science: Medical Office Administration Jan 2022 *Springfield Community College**Springfield, IL* | Contact  (555) 123-4567  emily.johnson@example.com  Springfield, IL 62701  Skills  Patient Scheduling  Electronic Health Records  Customer Service  Data Entry  Phone Etiquette  Office Organization  Multi-tasking  Confidentiality  Time Management  Basic Medical Terminology |