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| Emily Johnson |
| SummaryRecent 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.

EducationAssociate of Applied Science: Medical Office Administration Jan 2022*Springfield Community College**Springfield, IL* | Contact(555) 123-4567emily.johnson@example.comSpringfield, IL 62701SkillsPatient SchedulingElectronic Health RecordsCustomer ServiceData EntryPhone EtiquetteOffice OrganizationMulti-taskingConfidentialityTime ManagementBasic Medical Terminology |