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| Linda Brown |
| SummaryExperienced medical secretary with over 10 years of experience in healthcare administration. Expertise in optimizing office operations, managing staff, and enhancing patient care. Committed to maintaining high standards of confidentiality and compliance.Work Experience**Senior Medical Secretary Jan 2016 – Present**Los Angeles General Hospital Los Angeles, CA* Led a team of 5 administrative staff, improving operational efficiency by 25%.
* Implemented a new EHR system that reduced patient check-in time by 40%.

**Medical Office Manager Jun 2012 – Dec 2015**Westside Clinics Los Angeles, CA* Oversaw daily office operations, ensuring compliance with healthcare regulations.
* Developed patient satisfaction surveys leading to a 20% increase in positive feedback.

EducationBachelor's Degree: Healthcare Administration Jan 2012*University of California**Los Angeles, CA*certifications* Certified Healthcare Administrative Professional (CHAP) – AAHAM – 2015
 | Contact(555) 654-3210linda.brown@example.comLos Angeles, CA 90001SkillsLeadership and trainingHealthcare regulationsAdvanced medical billingPatient relationsEHR managementStaff supervisionProject managementQuality assuranceData analysisCrisis management |