



# David Brown

## Medical Executive Assistant

### CONTACT

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United States, Boston, MA

### PROFESSIONAL SUMMARY

Dedicated Medical Executive Assistant with 6 years of experience supporting hospital administration. Skilled in managing physician schedules, handling confidential patient data, and facilitating efficient office operations. Eager to contribute strong organizational and multitasking abilities to support executive healthcare leaders.

### EXPERIENCE

#### Medical Executive Assistant

Harvard Medical Center / United States, Boston, MA

2019 - Now

- Coordinate scheduling for 12 physicians, balancing patient consultations, surgery schedules, and administrative meetings.
- Act as liaison between hospital administration and medical staff, improving communication efficiency by 25%.
- Handle patient records and billing information, ensuring compliance with HIPAA regulations and confidentiality standards.
- Organized the center's annual fundraising gala, securing \$200,000 in donations for patient care programs.

#### Administrative Assistant

Boston Clinic / United States, Boston, MA

2018 - 2019

- Managed patient scheduling, appointment confirmations, and follow-up, reducing patient wait times by 30%.
- Assisted with administrative duties, including report preparation, billing, and patient record management.

### EDUCATION

#### Associate Degree in Healthcare Administration

Boston University, United States, Boston, MA

2011 - 2015

### SKILLS

Proficient in EHR/EMR systems



Familiarity with medical billing and coding



HIPAA compliance and confidentiality



Scheduling for medical professionals



Event planning and coordination in healthcare

