



Emily White

Medical Receptionist

CONTACT

(312) 555-1234

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United States, Chicago, IL

EDUCATION

Associate Degree in Healthcare Administration

City College of Chicago, Graduated: May 2025

- Coursework: Medical Office Management, Healthcare Ethics, HIPAA Compliance, Medical Terminology

Certifications

- HIPAA Certification** – HCC, 2023
- CPR Certification** – American Heart Association, 2022
- Medical Office Assistant Certificate** – NHA, 2021

PROFESSIONAL SUMMARY

Seeking to contribute my expertise in medical office management, patient interaction, and administrative support to an innovative and patient-focused medical facility. With a passion for healthcare administration and attention to detail, I am excited to bring a positive impact to your practice.

EXPERIENCE

Administrative Assistant

2025 - 2025

Healthcare Solutions, Chicago, IL

- Assisted with general office duties, including filing patient records and maintaining accurate documentation.
- Handled incoming correspondence, scheduling, and phone inquiries, facilitating smooth office operations.
- Ordered office supplies and maintained inventory to ensure seamless daily operations.
- Supported a team of 5 in administrative tasks, improving workflow efficiency and reducing office disruptions.

SKILLS

Patient Scheduling & Appointment Management	★★★★★
Knowledge of Medical Terminology & Healthcare Practices	★★★★★
HIPAA Compliance & Patient Confidentiality	★★★★★
EHR Systems Proficiency (e.g., Epic, Cerner)	★★★★★
Customer Service & Front Desk Operations	★★★★★
Multitasking in High-Pressure Environments	★★★★★

VOLUNTEER EXPERIENCE

Volunteer Receptionist

2023 - 2024

Chicago Community Health Clinic, Chicago, IL

- Assisted with patient intake, verifying insurance and personal information.
- Provided customer service, helping to ensure the clinic ran smoothly and efficiently.
- Supported medical professionals in organizing patient flow, ensuring appointments ran on time.