|  |
| --- |
| Jane Doe |
| SummaryEnergetic and detail-oriented recent graduate seeking an entry-level Medical Receptionist position. Eager to leverage strong communication and organizational skills to enhance patient experience in a healthcare setting.Work Experience**Intern Jun 2022 – Aug 2022**Springfield Family Clinic Springfield, IL* Assisted in scheduling patient appointments and managing the front desk operations.
* Maintained accurate patient records and ensured compliance with privacy regulations.

**Volunteer Receptionist Jan 2021 – May 2022**Health Community Center Springfield, IL* Provided warm and professional greetings to patients and visitors.
* Handled incoming calls and directed inquiries to the appropriate departments.

EducationAssociate of Applied Science: Medical Office Administration Jan 2022*Springfield Community College**Springfield, IL*certifications* CPR Certification – American Heart Association – 2022
 | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsPatient SchedulingMedical TerminologyData EntryCustomer ServicePhone EtiquetteMicrosoft Office SuiteInsurance VerificationMulti-line Phone Systems |