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| Jane Doe | | |
| Summary  Energetic 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.   Education Associate of Applied Science: Medical Office Administration Jan 2022 *Springfield Community College**Springfield, IL*  certifications   * CPR Certification – American Heart Association – 2022 | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Patient Scheduling  Medical Terminology  Data Entry  Customer Service  Phone Etiquette  Microsoft Office Suite  Insurance Verification  Multi-line Phone Systems |