

# Robert Smith

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

## Chiropractic Technician

### SUMMARY

As a Chiropractic Technician, responsible for Administering ionised radiation to patients for diagnostic examinations Answering incoming telephone calls and make outgoing phone calls as needed, Writing and responding to emails Preparing the office for the day and cleaning/shutting down the office for the night, Greeting and tracking patient arrivals, Processing, scanning and filing confidential patient paperwork.

### SKILLS

Quick learner, Competitive, Attentive to detail,.

### WORK EXPERIENCE

#### Chiropractic Technician

ABC Corporation - May 2012 - 2022

- Managed the day to day activities and operation of the Clinic.
- Provided assistance to the doctor by aiding in the treatment of patients through different modalities such as ultra sound, ice/heat therapy, and electrical stimulation.
- Maintained office cleanliness to ensure it is presentable for patients.
- Ensured the office is ran proficiently.
- Set up computers in the morning, and open necessary files.
- Checked voicemails, and e-mails.
- Set up therapy equipment.

#### Chiropractic Technician

Delta Corporation - 2008 - 2012

- Manage the day to day activities and operation of the Clinic.
- Provide assistance to the doctor by aiding in the treatment of patients through different modalities such as ultra sound, ice/heat therapy, and electrical stimulation.
- Administer blood pressure testing, monitor patient temperature, and measure patient weight and height.
- Greet patients, manage office schedules, check-in patients, and attend to patient needs.
- Maintain office cleanliness to ensure it is presentable for patients.
- Ensure the office is ran proficiently.
- Work directly under the Dr.

### EDUCATION

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