



# MIA TAYLOR

## Clinic Receptionist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Proficient in Microsoft Office Suite



Efficient in Fax and Document Management



Skilled in Operation of Office Equipment



Appointment Scheduling



Patient Record Management



### 📌 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

### 👊 STRENGTHS

⌚ Patience

🏹 Perseverance

📅 Planning

⚙️ Positivity

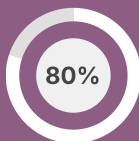
### 🗣️ LANGUAGES



English



French



Portuguese

### 🌟 ACHIEVEMENTS

🌟 Improved patient appointment scheduling efficiency by 30% through optimized processes.

🌟 Enhanced patient satisfaction ratings by implementing a feedback system, achieving a 95% positive response.

🌟 Successfully managed a high-volume reception area, handling over 100 patient interactions daily with professionalism.

### 👤 PROFESSIONAL SUMMARY

Compassionate Clinic Receptionist with over 4 years of experience in healthcare settings. Adept at handling sensitive patient information and ensuring compliance with HIPAA regulations while providing outstanding customer service.

### 💻 WORK EXPERIENCE

#### Clinic Receptionist

📅 Jan / 2019-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Oversaw office supply management, vendor coordination, and operational upkeep to ensure a fully stocked and organized front desk.
2. Handled incoming and outgoing calls proficiently, documenting messages accurately for follow-up.
3. Managed the distribution of incoming mail, ensuring timely delivery to appropriate staff.
4. Maintained a tidy reception area, including waiting rooms and staff lounges, to promote a welcoming atmosphere.
5. Executed data entry tasks, maintained applicant tracking systems, and managed client records effectively.
6. Processed client rebate requests, ensuring accuracy in reporting and reconciliation.
7. Generated detailed expense reports and capital expenditure requests, contributing to budget management.

#### Clinic Receptionist

📅 Jan / 2015-Jan / 2019

Cactus Creek Solutions

📍 Phoenix, AZ

1. Responded to incoming calls, handled patient intakes, and prepared medical charts for appointments.
2. Provided support in scheduling appointments and referrals, ensuring seamless patient flow.
3. Executed various general office duties, including insurance verification and appointment confirmations.
4. Assisted veterinarians and clinic staff in maintaining accurate client and pet profiles.
5. Collaborated with a bilingual doctor, assisting with translation and patient communication.

### 🎓 EDUCATION

#### Associate of Applied Science in Medical Office Administration

📅 Jan / 2012 - Jan / 2015

Community College of Denver

📍 Toronto, ON

Focused on administrative skills specific to medical office environments, including patient management and office technologies.