



# SOPHIA BROWN

## Clinical Administrative Coordinator

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📍 Los Angeles  
🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Proficient Clinical Administrative Coordinator with 10 years of experience in optimizing healthcare operations and enhancing patient care quality. Demonstrates expertise in regulatory compliance, team collaboration, and administrative efficiency. Committed to driving improvements in service delivery and patient outcomes within diverse healthcare environments.

### WORK EXPERIENCE

#### Sr. Clinical Administrative Coordinator

Seaside Innovations

📅 Jan / 2018-Ongoing

📍 Santa Monica, CA

1. Coordinated patient scheduling and managed appointment calendars for clinical staff.
2. Oversaw daily operational procedures, including budgeting, data collection, and staff supervision.
3. Coordinated monthly clinician orientations to ensure adherence to compliance standards.
4. Prepared internal and external reports, including policy statements and grant proposals.
5. Analyzed medical staff satisfaction surveys to enhance communication and workflow.
6. Acted as infection control coordinator, implementing policies that reduced infection rates.
7. Maintained PCMH standards by organizing staff meetings and documentation compliance.

#### Clinical Administrative Coordinator

Crescent Moon Design

📅 Jan / 2015-Jan / 2018

📍 Portland, OR

1. Provided comprehensive administrative support to the Chief Medical Officer and clinic management.
2. Established and maintained relationships with vendors for supplies and services.
3. Monitored and reconciled monthly purchase order accounts for clinics.
4. Facilitated the recruitment process by screening and interviewing support staff candidates.
5. Collaborated with management to design and implement quality improvement programs.
6. Managed the SharePoint site for the health educator team, ensuring data accuracy.

### EDUCATION

#### Bachelor of Science in Healthcare Administration

University of Health Sciences

📅 Jan / 2012 Jan / 2015

📍 Phoenix, AZ

Focused on healthcare management principles and practices.

### SKILLS

Electronic Health Records (ehr) Management



Patient Scheduling Optimization



Clinical Data Management



Clinical Protocols



Health Care Regulations



### INTERESTS

🎧 Podcasts

🗣️ Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

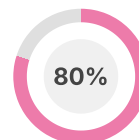
🧠 Intuition

👥 Leadership

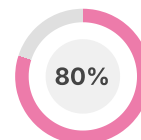
🎧 Listening

👤 Mentorship

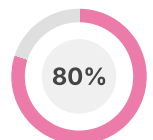
### LANGUAGES



English



Japanese



German

### ACHIEVEMENTS

🌟 Implemented a new scheduling system that reduced patient wait times by 20%.

🌟 Led a quality improvement project that increased patient satisfaction scores by 15%.

🌟 Managed billing and coding processes, achieving a 98% accuracy rate in insurance claims submissions.