ROBERT SMITH

Eye Technician

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SUMMARY

Accomplished young professional with strong interpersonal communication and customer service skills in various organizations. Committed to working closely with patients, families, and other professionals for well rounded medical care.

CORE COMPETENCIES

Communication, Decision Making, Problem Solving, Data Entry.

PROFESSIONAL EXPERIENCE

Eye Technician

ABC Corporation - 2012 – 2014

Key Deliverables:

- Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
- Helped physicians examine and treat patients, handing them instruments or materials.
- Recorded patients medical history, vital statistics, or information such as test results in medical records.
- Performed general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Inventory and order medical, lab, or office supplies or equipment.
- Performed routine laboratory tests and sample analyses.

Eye Technician

Delta Corporation - 2011 – 2012

Key Deliverables:

- Made appointments, worked pt up, sized pt for glasses.
- On top of providing exceptional customer service, as an eye technician had to conduct diagnostic tests, recording and measuring vision, testing eye.
- Focused on Glaucoma and Cataract patients
- Excelled in refraction testing Experience checking vision and pressure Proficient at dispensing dilation/.
- Emphasized on keeping the patients happy, under time control Perfected time management skills Practiced billing insurances for patients.
- Roomed patients for physicians, performed pre-testing on patients before they saw the physician.
- Scheduled appointments as needed and ordered tests.

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EDUCATION

Diploma in Medical - (Ultimate Medical Academy - Tampa, FL)

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