



BENJAMIN LEE

Health Unit Clerk

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PROFESSIONAL SUMMARY

Compassionate and detail-oriented Health Unit Clerk with 2 years of experience in dynamic healthcare settings. Proven ability to manage patient records, coordinate care, and facilitate effective communication among medical teams. Dedicated to enhancing patient satisfaction and ensuring operational efficiency through meticulous administrative support.

WORK EXPERIENCE

Health Unit Clerk
Pineapple Enterprises
Apr / 2024-Ongoing
Santa Monica, CA

- Transcribed physician orders and managed incoming calls efficiently.
- Coordinated operating room schedules and communicated with patients regarding surgical procedures.
- Maintained accurate records of patient admissions, discharges, and transfers.
- Ordered and stocked medical supplies to ensure availability.
- Supported preoperative department by managing call schedules and billing inquiries.
- Participated in cost-saving initiatives by optimizing supply usage.
- Ensured timely delivery of messages and critical information to healthcare staff.

Health Unit Clerk
Crescent Moon Design
Apr / 2023-Apr / 2024
Portland, OR

- Responded promptly to phone and patient call light inquiries.
- Assisted nursing staff with patient care activities.
- Entered and maintained accurate patient data and physician orders.
- Utilized hospital-wide communication systems effectively.
- Handled sensitive patient information with utmost confidentiality.
- Demonstrated awareness of clinical priorities and escalated urgent issues.

EDUCATION

Associate of Applied Science in Health Administration
City College of San Francisco
Phoenix, AZ
Apr / 2022 - Apr / 2023
Focused on healthcare administration and management principles.

SKILLS



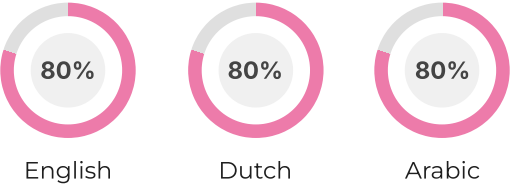
INTERESTS

- Gaming
Cooking
Crafting
Yoga

STRENGTHS

- Insightfulness
Negotiation
Detail-oriented
Sincerity

LANGUAGES



ACHIEVEMENTS

- Streamlined patient intake process, reducing wait times by 20%.
- Maintained 100% accuracy in patient record management, ensuring compliance with healthcare regulations.