



WILLIAM PEREZ

Optical Assistant

PROFESSIONAL SUMMARY

Optical Assistant with 7 years of dedicated experience in delivering high-quality patient care and optical services. Expertise in assisting with comprehensive eye examinations, managing inventory, and providing personalized eyewear recommendations. Committed to fostering positive patient experiences through effective communication and meticulous attention to detail, ready to contribute to a progressive optical team.

WORK EXPERIENCE

Optical Assistant

Pineapple Enterprises

Apr / 2020–Ongoing

Santa Monica, CA

1. Verified patient insurance and billing information, ensuring accurate data entry for all patient records.
2. Conducted eye examinations and provided precise test data to optometrists.
3. Managed inventory and ordered exam room supplies, maintaining optimal stock levels.
4. Operated store opening and closing procedures, including cash drawer management and bank deposits.
5. Administered eye drops for dilations and coordinated patient communication regarding eyewear.
6. Organized patient charts and ensured cleanliness of frames on display.
7. Provided exceptional customer service, addressing patient inquiries and concerns promptly.

Optical Assistant

Cactus Creek Solutions

Apr / 2018–Apr / 2020

Phoenix, AZ

1. Verified insurance qualifications prior to patient appointments, ensuring eligibility and coverage.
2. Maintained computer systems with accurate data entry for all relevant patient information.
3. Ensured cleanliness and organization of all equipment and workstations daily.
4. Adhered to privacy regulations and company policies, including HIPAA compliance.
5. Performed opening and closing procedures according to established protocols.
6. Facilitated nightly deposits as requested, ensuring financial accuracy.

EDUCATION

Associate of Applied Science in Opticianry

City College of New York

Apr / 2016–Apr / 2018

Toronto, ON

Completed coursework in optical theory, patient care, and eyewear technology.

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SKILLS

Patient Records Management

Team Collaboration

Listening Skills

Presentation Skills

Networking

Training And Development

INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Polish



German

ACHIEVEMENTS

Achieved a 20% increase in patient satisfaction ratings through enhanced service delivery.

Streamlined inventory management processes, reducing supply costs by 15%.