



AMELIA MOORE

Optical Assistant

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PROFESSIONAL SUMMARY

Detail-oriented Optical Assistant with a solid background in assisting optometrists and managing patient care. Skilled in performing pre-examination tests, maintaining optical inventory, and educating patients on eyewear options. Excellent interpersonal skills and a passion for helping others, ensuring a positive experience for every client. Eager to contribute to a dynamic optical team and support patient needs effectively.

WORK EXPERIENCE

Optical Assistant

Quantum Solutions LLC

📅 Apr / 2024-Ongoing

📍 Phoenix, AZ

1. Scheduled patient appointments and accurately recorded medical histories, charges, and payments in the system.
2. Measured patients' eye width and ensured proper fitting of eyewear.
3. Collaborated in the implementation and training of staff on a new electronic health record system.
4. Enhanced customer confidence by actively addressing concerns and providing tailored feedback.
5. Processed sales transactions accurately and efficiently at the register.
6. Engaged in ongoing training to stay updated on optical products and services.
7. Supported the office in maintaining a welcoming and efficient environment for patients.

Optical Assistant

Lakeside Apparel Co

📅 Apr / 2023-Apr / 2024

📍 Chicago, IL

1. Conducted pre-examinations and assisted the doctor during eye exams, ensuring patient comfort.
2. Managed front office operations, including data entry, filing, and answering patient inquiries.
3. Processed insurance claims and patient billing efficiently.
4. Handled payment collections and maintained accurate financial records.

EDUCATION

Associate of Applied Science in Opticianry

Southern Community College

📅 Apr / 2022-Apr / 2023

📍 Toronto, ON

Gained comprehensive knowledge in optical theory, patient care, and eyewear fitting.

SKILLS

Sales Forecasting



Networking Skills



Customer Retention



Prescription Verification



Color Vision Testing



INTERESTS

🔧 Woodworking

🌟 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Mandarin



Arabic

ACHIEVEMENTS

🌟 Successfully managed patient appointments, reducing wait times by 20%.

🌟 Improved inventory accuracy by implementing a new tracking system, increasing efficiency by 30%.