Robert Smith

Optical Technician III

CONTACT DETAILS

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PERSONAL STATEMENT

Precise Optical Technician with strong background interpreting OCT and visual fields. Training in the use of electronic medical records. Familiar with the eye insurance plans of Tricare Prime, AETNA and VSP. 6 years experience in healthcare. Learn new material and programs quickly. Detail-oriented and Proficient in MS Office.

WORK EXPERIENCE

Optical Technician III

ABC Corporation - May 2009 – July 2016

Responsibilities:

- Schedule appointments, registered patients and distributed samples as prescribed.
- Keep up stock contact lenses, order lenses & other office supplies.
- Verified patients eligibility and claims status with insurance agencies.
- Responsible for closing out daily transactions.
- Obtain a clean & presentable office for patients comfort daily, Attend to customer needs, if possible.
- Conducted preliminary screening examinations including external examination, autorefractometer and peripheral visual fields.
- Meticulously cleaned and sterilized optometry equipment.

Optical Technician

ABC Corporation - September 2011 – January 2012

Responsibilities:

- 701) 426-0299 Educated patients about proper contact lens care, visual hygiene and safety.
- Trained patients to safely insert and remove contact lenses.
- Meticulously cleaned and sterilized ophthalmic instruments.
- Conducted visual field tests to measure field of vision.
- Used lensometers to measure and record patients lens power.
- Conducted preliminary screening examinations including external examination, central and Auto-Refraction test.
- Scheduled appointments, registered patients and distributed samples as prescribed.

Education

High School Diploma - (Richard Milburn Academy - Killeen, TX)

SKILLS

Microsoft Office, Clerical, Office Equipment, Optometry Optical Tech.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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