

ROBERT SMITH

Optometry Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain an Optometry Assistant position where I can maximize my people-oriented experience, communication skills, and my problem analysis and problem-solving abilities.

CORE COMPETENCIES

Microsoft Word, Spanish, Faxing, Scheduling, Customer Service, Computer.

PROFESSIONAL EXPERIENCE

Optometry Assistant

ABC Corporation - March 2010 – June 2015

Key Deliverables:

- Obtained and recorded the patients preliminary case history.
- Maintained records, scheduled appointments, and performs bookkeeping, correspondence, and filing.
- Prepared patient for vision examination; assists in testing for near and far acuity, depth perception, macula integrity, color perception, and visual field, utilizing ocular testing apparatus.
- Scheduled appointments according to the Resource Scheduling guidelines.
- Answered patients questions, check patients in and out, collect payments, monitor and perform other front desk tasks as needed.
- Maintained complete and accurate patient records.
- Cleaned and maintained equipment and instruments in the optometric area as well as supply inventories.

Optometry Assistant

Delta Corporation - 2005 – 2010

Key Deliverables:

- Appointment scheduling, patient pre-testing, Checking in and outpatients, Contact lens fittings, and patient education.
- Responsible for processing and cleaning prescription glasses and contacts for inmates in jail.
- Input data in the Excel spreadsheet, obtained information for inmate services while having a positive, energetic attitude.
- Utilized filing and organization skills, Assisted with troubleshooting computer errors, kept daily logs of items mailed and orders taken.
- in/out Insurance Verification Phones/Scheduling Processing Insurance Reimbursements Filing/Faxing/Copying.
- Sales, customer service, and frame selection guidance Responsible for analyzing and processing all insurance and Medicare billing Performed patient.

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- Delivered exceptional service by greeting and serving customers in a timely, friendly manner.

EDUCATION

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