OLIVIA SMITH

Optometry Assistant

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PROFESSIONAL SUMMARY

With two years of experience as an Optometry Assistant, I specialize in delivering exceptional patient care and administrative support. Proficient in conducting vision tests, managing patient records, and facilitating efficient clinic operations, I am dedicated to improving patient experiences and ensuring seamless optometric processes.

WORK EXPERIENCE

Optometry Assistant
Pineapple Enterprises

📅 Apr / 2024-Ongoing
📍 Santa Monica, CA

1. Performed administrative tasks, including billing and insurance verification.
2. Assisted patients in selecting eyewear and provided training on contact lens care.
3. Facilitated patient transitions from waiting to examining rooms, ensuring comfort and efficiency.
4. Established strong relationships with patients and vendors, enhancing collaboration.
5. Utilized time management and organizational skills to maintain clinical workflow.
6. Performed diagnostic tests and recorded vision measurements accurately.
7. Demonstrated leadership in a fast-paced environment, prioritizing tasks effectively.

Optometry Assistant
Summit Peak Industries

📅 Apr / 2023-Apr / 2024
📍 Denver, CO

1. Greeted and assisted 15-20 patients daily in a small private optometry office.
2. Managed appointment scheduling and verified patient eligibility for services.
3. Collected co-pays and handled medical billing efficiently.
4. Guided patients in selecting frames and lens options, ensuring satisfaction.
5. Conducted visual field testing and assisted with frame repairs.
6. Performed administrative duties under physician supervision, maintaining accurate medical records.

EDUCATION

Associate of Applied Science in Optometry
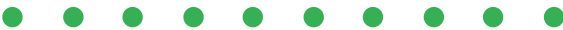**Central Community College**

📅 Apr / 2022 - Apr / 2023
📍 Toronto, ON

Focused on foundational optometry skills, patient care, and optical technology.

SKILLS

Patient Interaction
●●●●●●●●○○

Data Privacy Management
●●●●●●●●●●

Lensometry Skills
●●●●●●●○○○

Problem-solving Skills
●●●●●●●○○○

Frame Selection
●●●●●●●●●○

Multitasking Abilities
●●●●●●●○○○

INTERESTS

🎮 E-sports   💻 Technology

🎵 Dancing   🎮 Reading Fiction

STRENGTHS

✔ Accountability   ⚓ Stability

📄 Wisdom   🔭 Vision

LANGUAGES

English   Italian   Dutch

ACHIEVEMENTS

⭐ Improved patient appointment scheduling efficiency by 20%.

⭐ Trained 10 new staff members on patient care protocols.

⭐ Reduced patient wait times by implementing a new triage process.