

ROBERT SMITH

Paraoptometric Technician

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

SUMMARY

Hardworking management Paraoptometric Technician professional versed in all aspects of running a high-end store, including opening and closing procedures, banking, visual merchandising and recruiting. Skilled and experienced paraoptometric technician. Versed in running test, conducting eye exams, dilating patients, ordering supplies and scheduling patients.

CORE COMPETENCIES

Microsoft Excel, Intranet, Schedule Appointments, Assembler, Inventory Management, Scheduling, Customer Service.

PROFESSIONAL EXPERIENCE

Paraoptometric Technician

ABC Corporation - July 2014 – July 2015

Key Deliverables:

- Measured visual acuity, including near and distance using appropriate test.
- Taken and documented patient medical history.
- Administered topical ophthalmic or oral medications.
- Conducted visual field test to measure field of vision.
- Operated ophthalmic equipment.
- Cleaned and sterilized equipment.
- Instructed use of contacts insertions and removal.

Paraoptometric Technician

Delta Corporation - 2012 – 2014

Key Deliverables:

- Direct patient care, special testing, referrals to specialists, patient record keeping, billing and scheduling.
- Greet and welcome incoming patients.
- Perform examination pretesting.
- Train patients on how to use their contact lenses.
- Assist the doctor with scribing.
- Work with patients to find and dispense fun, stylish, and functional eyewear.
- Knowledge of vision insurance plans and how it applies to the patient.

EDUCATION

- High School Diploma