

SAMPLE STUDENT

Palatine, IL 60067

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MEDICAL OFFICE ADMINISTRATION

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Health Care Office Manager

Anticipated Graduation May 20xx

RELEVANT COURSEWORK

Medical Terminology

Pharmacology

Health Insurance Billing

Health Care Records Management

CPT / ICD Coding

Health Care Technology and Informatics

Health Care Office Management

Health Care Records Management

Legal and Ethical Issues

Clinical Procedures

Human Anatomy and Physiology

EMPLOYMENT HISTORY

BroadPeak Collaborative, West Dundee, IL

October 20xx to Present

Executive Recruiter

- Network with accounting and finance executives to establish extensive and loyal customer base while building productive working relationships with clients and staff
- Screen and interview prospective employees for high level positions including CFO, VP of Finance and Controller at multiple companies
- Maintain consistently high placement and retention rates of placed employees
- Use interpersonal and communication skills to build and maintain cooperative working relationships

ABC Company, Schaumburg, IL

Administrative Assistant

June 20xx to September 20xx

- Provided administrative support to division manager and department including managing correspondence and making phone calls to vendors and suppliers
- Developed and implemented billing solutions to increase profitability by streamlining billing process, which resulted in an increase of profit and productivity
- Scheduled meetings, conferences and travel
- Performed research and worked on special projects

VOLUNTEER EXPERIENCE

Advocate Good Shepherd Hospital Rehabilitation, Crystal Lake, IL May 20xx to August 20xx

- Greeted patients, answered phone, took messages and handled all front desk duties during department meetings
- Prepared patient charts and maintained roster of discharged patients
- Assisted office manager and unit secretary with projects

COMPUTER SKILLS

Microsoft Word, Excel, and PowerPoint