**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

[www.linkedin.com/in/samplestudent](file:///D%3A/Resuumes%202019/www.linkedin.com/in/samplestudent)

**OFFICE MANAGER**

Patient care-focused professional with administrative support experience. Ability to schedule appointments, maintain medical records, and process insurance claims. Committed to providing exceptional customer service while providing a smooth and efficient office environment.

**EDUCATION**

Harper College*,* Palatine, IL

Associate in Applied Science, Health Care Office Manager Anticipated Graduation May 20xx

**RELEVANT COURSEWORK**

Medical Terminology Health Care Office Management

Human Disease Legal and Ethical Issues

Health Insurance Billing Clinical Procedures

Health Care Records Management Human Anatomy and Physiology

**SKILLS**

Electronic Health Records

Medical Office Software: AdvancedMD

Microsoft Office: Outlook, Word, Excel, and PowerPoint

**EXPERIENCE**

BroadPeak Collaborative,West Dundee, IL

**Executive Recruiter** October 20xx to Present

* 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 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 of 10% and productivity by 15%
* 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