

**LAWRENCE SHAH**  
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## OBJECTIVE

Seeking a position in **Medical Office Administration** to utilize health care management skills

## 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 Office Management  
Health Care Records Management  
Legal and Ethical Issues  
Clinical Procedures  
Human Anatomy and Physiology

## EMPLOYMENT HISTORY

BroadPeak Collaborative, West Dundee, IL

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 various companies
- Maintain consistently high placement and retention rates of placed employees

## VOLUNTEER EXPERIENCE

Advocate Good Shepherd Hospital Rehabilitation, Crystal Lake, IL

20xx to 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