

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 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

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

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