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| |  | | --- | | **Nortalent Resume** | | **Medical Receptionist Candidate** | | **CONTACT** | | ***Phone:*** (555) 333-7777  ***Email:*** [info@nortalent.com](mailto:info@nortalent.com)  ***Address***: 555 Nortalent Avenue  Chatham, VA 24531  ***LinkedIn:*** [linkedin.com/in/latron](http://www.linkedin.com/in/latron)  **Website**: [www.Nortalent.com](http://www.nortalent.com/) | |  | | **PROFILE** | | *Highly motivated and personable Medical Receptionist with 10+ years of expertise in creating and implementing an efficient and top quality clinical experience for patients and staff, meeting timely patient intake requirement and maintaining error free patient records.* | |  | | **EDUCATION** | |  | | **Associates of Arts in Human Services**   * May 2008 * Central Virginia Community College * Lynchburg, VA * GPA: 3.2 | |  | | |
| **PROFESSIONAL EXPERIENCE** | | |
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| **Medical Receptionist**  *Jacobson & Sons – Chatham, VA*  *September 2022 – Present* | | |
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| * Greet and register up to 100 patients and visitors per day, following HIPAA standards, and verifying their personal and insurance information upon arrival. * Manage a multi-line phone system and handle approximately 80 calls per day, serving as the primary point of contact for callers. * Respond to email inquiries within 24 hours of receipt in a proactive manner. * Manage appointments in the patient management system, ensuring that all information is accurate and up to date. | | |
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| **Clinical Secretary**  *Medical Associates – Alexandria, VA*  *September 2018- August 2022* | | |
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| * Managed appointments in the patient management system, ensuring that all information is accurate and up to date. * Greeted and registered up to 75 patients and visitors per day, following HIPAA standards, and verified their personal and insurance information upon arrival. * Managed a multi-line phone system and handled approximately 40 calls per day, serving as the primary point of contact for callers. * Responded to email inquiries within 24 hours of receipt in a proactive manner. | | |
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| **Medical Secretary**  *Brooklyn & Associates – Elstone, VA* | | |
| *May 2013 – August 2018* | | |
| * Greeted and registered up to 50 patients and visitors per day, following HIPAA standards, and verified their personal and insurance information upon arrival. * Managed a multi-line phone system and handled approximately 20 calls per day, serving as the primary point of contact for callers. | | |
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| **Key Skills** | **Honors & Awards** | |
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| * Background pattern    Description automatically generatedMandarin * Typing speed of 65 WPM * Project Coordination * Team Facilitator * Myers Briggs: INTJ * DISC: I.S. Type | * Ut Prosim Award * 40 Under 40 * Employee of the Month * Highest Performer | |