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| **Nortalent Executive Resume** |
| 555 Nortalent Avenue Chatham, VA 24531 | (555) 333-7777 | info@nortalent.com |
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| **OBJECTIVE** |  | 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. Looking to leverage my knowledge and experience into a role as Chief of Staff. |
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| **PROFESSIONAL EXPERIENCE** |  | **Medical Office Manager**Jacobson & Sons, Chatham, VA | **September 2022 – Present** |
|  | * 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.
* Manage and developed a Team of 10 receptionists.
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| **Clinical Office Supervisor**Medical Associates, Alexandria, VA | **September 2018 – August 2022** |
| * 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.
* Manages developed a team of 2 receptionists.
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| **Medical Secretary**Brooklyn & Associate, Elstone, VA | **May 2013 – August 2018** |
| * Greeted and registered up to 50 patients and visitors per day, following HIPAA standards, and verifying their personal and insurance information upon arrival.
* Managed a multi-line phone system and handle approximately 20 calls per day, serving as the primary point of contact for callers.
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| **EDUCATION** |  | **Master of Business Administration***Radford University, Radford, VA**GPA: 3.2* | **May 2013** |
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| KEY SKILLS |  | * Medical Terminology
* HIPAA Regulations
* Custom Contact
* Microsoft Office
 |  | * Point Click Care
* Salesforce
* Multitasking
* Detail Oriented
* Self-directed Typing speed of 70 WPM
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| **Portfolio:** [**www.Nortalent.com**](http://www.nortalent.com/)**|Publications:** [**www.LinkedIn.com/in/latron**](http://www.linkedin.com/in/latron) |