

## **SAMPLE STUDENT**

Palatine, IL 60067  
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### **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