**Hope A. Success**

500 Grand Concourse hope.success@stu.hostos.cuny.edu

Bronx, NY 10451 718.555.5555

**PROFESSIONAL PROFILE**

A dynamic, resourceful and energetic individual who is often the “go to” person for running an efficient office. Provides full administrative and office management support in a high-volume environment. Utilize a proactive and flexible approach to multitasking and able to work autonomously and take ownership of assigned projects.

**SKILLS**

* Typing Speed: 50 wpm
* Multi-tasking and problem-solving
* Intermediate: MS Word & PowerPoint
* Positive attitude and interpersonal skills
* Clear verbal and written skills
* Exceptional organizational skills

**PROFESSIONAL EXPERIENCe**

Prime Staffing, New York, NY

***Medical Secretary*** February 2012-June 2016

* Compiled and recorded medical charts, reports, and correspondence.
* Enthusiastically greeted visitors in person and via telephone.
* Efficiently handled multi-line phone system and directed calls to appropriate staff.
* Transferred documents such as laboratory results to appropriate staff or departments.
* Prepared reports, invoices, financial statements, letters, case histories and medical records.

D.H.D Medical, Brooklyn, NY

***Front Desk Receptionist*** September 2012-June 2014

* Informed patients about procedures and retrieved necessary documents as requested by physician.
* Communicated pertinent information with front desk coordinators from various departments.
* Entered and maintained patient information records.
* Managed front desk operations to promote a reliable and positive experience for patients.

**EDUCATION**

Hostos Community College, CUNY, Bronx, NY

**Associate in Applied Science Degree: Office Technology** June 2016

Concentration: Medical Office Manager

Coursework

* Introduction to Business
* Principles of Management
* Medical Billing and Insurance
* Medical Terminology
* Business Communications
* Office Systems and Procedures