

Client Name

Contact information

Summary of Qualifications

My background as an Executive Assistant has provided the foundation for my transition into Medical Office Administration. The skills I developed running professional businesses included scheduling, light bookkeeping and database management. Newly trained and certified as a Medical Office Administrator, I leverage my experience with industry-specific knowledge to provide seamless management for medical facilities or private offices.

Training / Certification

Certified Medical Office Administrator 2015
New York Medical Career Training Center
MedCA (Medical Career Assessments certification) 2015

Technical Skills

CPT codes, ICD 9 codes, MS Office Suite (expert level in Word), QuickBooks

Professional Experience

Analysts in Media 2008 – 2009

Marketing Assistant to VP of Business Development

- Collaborated in development and implementation of branding and new business
- Researched online to determine user needs and product enhancements
- Event Coordinator

Simon & Schuster (Atria Books) 2005
(summer intern)

- Helped launch Atria Books en Espanol
- Managed scheduling calendar and personal appearances for Senior Editor
- Translated business communications from English to Spanish
- Performed research to develop new Latino market penetration
- Handled administrative office work, such as screening phone calls

Michel & Michel, LLP 2003 – 2005
Executive Assistant

- Managed upgrade from manual to software bookkeeping system
- Assisted with filing tax returns
- Managed Accounts Receivable and Accounts Payable

Manhattan Community College 2001 – 2003
Executive Assistant

- Managed grading database system
- Handled department correspondence

Education

Baruch College (CUNY)

Courses in Education (3 credits short of a B.A.) Dean's List