

## Administrative Assistant: #123ABC

## PROFILE

Meticulous and efficient office administrator with a focus on healthcare, offering 2 years of experience and a robust foundation in medical terminology. Possessing advanced skills in Microsoft Office and eager to apply these skills at ABC Company as Adm to enhance operational efficiency.

## HIGHLIGHTS OF QUALIFICATIONS

- **Experience:** 2 years in office administration, with a strong focus on healthcare
- **Technical Proficiency:** Advanced skills in database management systems (SQL, Athenahealth EMR), and a word processing speed exceeding 50 wpm
- **Expertise:** Solid foundation in medical terminology, ensuring precision in healthcare-related tasks
- **Industry Communication:** Well-versed in professional communications within the medical health industry; bilingual with English and French
- **Database Management:** Proficient in maintaining and updating electronic patient records
- **Time Management:** Demonstrated ability to optimize scheduling, enhancing operational efficiency

## EDUCATION

**Masters of Administrative Sciences**

Fairleigh Dickinson University, Vancouver, BC  
Global Health and Human Services Systems

2021

**Bachelors of Science, Health Information Systems**

ABC University, Vancouver, BC

2018

## WORK EXPERIENCE

**Residential Health Care Worker**

Bayshore Home Health, Burnaby, BC

2020 – Present

- Maintaining electronic confidential patient records using SQL, showcasing data integrity and privacy
- Managing weekly appointments resulting in a 20% improvement in scheduling efficiency
- Collaborating seamlessly with nurses to update and maintain accurate patient treatment records in the internal database, enhancing overall care coordination and quality of service

**Administrative Assistant**

Apex Medical Clinic, Vancouver, BC

2018 – 2019

- Scheduled daily appointments for registered and new patients ensuring optimal patient flow
- Ensured data accuracy and privacy by actively managing electronic patient records through the Athenahealth EMR system integrated into the company's internal database
- Communicated and negotiated tactfully with insurance companies to process patient claims

**Manager Administration and Communication**

Strategic Printing Solution Ltd., Kyoto, Japan

2016 – 2018

- Processed over 200 import and export sales transactions and reconciliations
- Handled country wide distribution system and logistics, reducing delivery times by 15%
- Initiated cross-departmental communication, resulting in increased efficiency of operations

## VOLUNTEER EXPERIENCE

- Canadian Blood Services – Participated in mobile blood donation events

2022