

## **SAMPLE STUDENT**

Palatine, IL 60067

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### **MEDICAL OFFICE ADMINISTRATION**

#### **EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Health Care Office Manager      Anticipated Graduation May 20xx

#### **RELEVANT COURSEWORK**

Medical Terminology

Pharmacology

Health Insurance Billing

Health Care Records Management

CPT / ICD Coding

Health Care Technology and Informatics

Health Care Office Management

Health Care Records Management

Legal and Ethical Issues

Clinical Procedures

Human Anatomy and Physiology

#### **EMPLOYMENT HISTORY**

BroadPeak Collaborative, West Dundee, IL

October 20xx to Present

##### **Executive Recruiter**

- 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 including CFO, VP of Finance and Controller 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 and productivity
- 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

#### **COMPUTER SKILLS**

Microsoft Word, Excel, and PowerPoint