

RACHEAL SMITH

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**OBJECTIVE:** Interested in applying for a position of a Health Administrative Assistant with a reputed Hospital/ Health center, where I can put to use the experience practice the experience I have gained in this field.

**EXPERIENCE:**

**Wilson Medical Center**

**New York**

*Health Administrative Assistnat*

3/3/2009 to Present

- ♦ Responsible for managing and maintaining patient's applications and records.
- ♦ Data entry of patient's personal & insurance details into the database.
- ♦ Responsible for managing and procuring office stationery
- ♦ Maintaining office equipment
- ♦ Preparing schedules for office staff.
- ♦ Managing office correspondence via email, post & fax.
- ♦ Responsible for setting up of appointments, carrying out follow-ups for the patients.
- ♦ Dealing with patients medical insurance queries.
- ♦ Generate reports to doctors that send us patients letting them know the status.
- ♦ Responsible for ensuring the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- ♦ Helped implement practice's quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations.

**Sinclair Health Clinic**

**New York**

*Administrative Assistant*

3/3/2007 to 3/3/2009

- ♦ Managed the front office desk, responsible for answering phone calls and queries.
- ♦ Manage and maintain office schedules.
- ♦ Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- ♦ Manage both incoming and outgoing correspondence.
- ♦ Responsible for managing and maintaining documents, records and files.
- ♦ Managing schedules, stay and travel for clients and guests.
- ♦ Responsible for procurement and maintaining of office supplies.
- ♦ Prepare and maintain the agendas for office meetings.

**EDUCATION:**

**Sunnydale High School**

**New York**

*High School Diploma*

2003

**State of New York University**  
*Bachelors of Arts*

**New York**  
2007

**REFERENCES:** Available upon request