

Heather Healthad

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Education

Bachelor of Health Services in Health Administration Expected May 20XX
Florida Atlantic University Boca Raton, FL

Work Experience

Front Desk Clerk October 20XX - Present
Boca Raton Regional Hospital, Oncology Department Boca Raton, FL

- Register incoming patients' information into the department's electronic database
- Update patient demographics by gathering detailed personal and financial information
- Greet patients in a polite and courteous manner and notify clinical staff of patient arrival to maintain an organized flow within the department floor
- Ensure patient health information is kept confidential by filing papers in the proper place and securing computers that contain private data

Grocery Clerk November 20XX – July 20XX
4th Generation Organic Market Boca Raton, FL

- Handled damaged or spoiled grocery items to be disposed of according to the policies of the company
- Provided detailed information to customers based on their inquiries
- Organized inventory in order to maintain a clean and streamlined display for customers
- Guided customers to the correct location of the product they were seeking

Shadow Experience

Student Intern June 20XX – July 20XX
A&W Healthcare Management Deerfield Beach, FL

- Observed a total of 100 hours of the facility activities of medical, nursing, clerical, and other personnel to gain an insight into the healthcare services of different industries
- Exposed to the communication among governing boards, medical staff, and department heads by sitting in on board meetings and interdepartmental functions
- Informed of the use of diagnostic services, facilities, and staff used to maintain the effective use of resources

Technical Skills

Familiar with API Healthcare ActiveStaffer, American Medical Association CodeManager, HRMS

Activities

American College of Healthcare Administrators at FAU, Member – 20XX
International Friends Program, Member – 20XX
Chess Club, President – 20XX