

Lisa Brown
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Profile

Organized and adaptable office assistant. Able to manage multiple priorities without compromising accuracy and works well independently and as part of a team. Proficient in general office skills, including expert knowledge of Microsoft Office programs. Maintains professionalism during tight deadlines and is adept at problem-solving and planning. Work requires little or no checking.

Key Skills

- Proficient in MS Office including Word, Excel, PowerPoint and Outlook
- Outstanding clerical skills
- Strong verbal and written communication skills
- Highly organized
- Superb attention to detail

Education

High School Diploma

West High School, Cincinnati, OH September 2016 - May 2020

Coursework completed:

- Computer applications
- Introduction to Business
- Accounting
- Personal Computer Keyboarding

Professional Experience

Office Assistant, Family Eyecare Center, Cincinnati, OH

June 2020 - Present

- Greets and welcomes new patients and visitors
- Instructs patients on the completion of necessary forms
- Pulls patient charts in advance to prepare for the next day's schedule
- Accurately and efficiently inputs demographic and insurance information from patient forms
- Maintains filing system and makes copies when required
- Orders office supplies

Office Assistant Summer Intern, Animal Care Center, Cincinnati, OH

May 2019 - August 2019

- Greeted clients and answered phones
- Called customers to confirm upcoming appointments
- Ran errands and provided administrative support as needed
- Cleaned and kept the waiting room tidy

Certifications

- Certified Administrative Professional (CAP)
- Microsoft Office Specialist (MOS)
- Driver's License