

# Melissa Anderson

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A Chiropractic Assistant with four years of experience specializing in patient-centered care, case management, chiropractic services, and clinical operations. A strong history of educating patients on treatment plans to improve quality of life and drive positive outcomes.

## Education

### Associate of Science (A.S.) Chiropractic Technologies

Seattle Central College,  
Seattle, WA  
September 2016 - September 2018

## Key Skills

- Chiropractic Services
- Case Management
- Administration
- Patient Rehabilitation
- EHR Software

## Certifications

- Certified Chiropractic Clinical Assistant (CCCA), 2018

## Professional Experience

### Chiropractic Assistant

North Central Chiropractic, Seattle, WA | May 2019 – Present

- Oversee administrative functions for the office, coordinate patient appointments, and adjust scheduling and calendars to maximize efficiency for clinical operations
- Identify opportunities to improve scheduling and patient flow, resulting in a 15-minute reduction in average wait times and a 92% patient satisfaction rating
- Support trained medical professionals in providing therapeutic treatment to 12-16 patients per day, including spinal adjustments, heat therapy, and rehab exercises

### Chiropractic Assistant

Seattle Chiropractic, Seattle, WA | September 2018 – May 2019

- Provided support to a team of licensed chiropractors to enhance clinical operations and deliver quality rehabilitation services to patients across diverse backgrounds
- Served as the point of contact for patient communications, including appointment scheduling, billing, insurance claims, and payment plans