

**David Hoffman**

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**OBJECTIVE:** Looking for a Medical Administrative Assistant position with ABC Hospital where clerical skills and experience in providing healthcare support services will be fully utilized to strengthen the operations of facility.

**KEY QUALIFICATIONS**

- Worked as a Hospital Administrative Assistant at Family Trust Hospital for three years
- Highly skilled in coordinating medical schedules, answering phones and preparing agendas
- Proven ability to handle personal patient information according to HIPAA regulations
- In depth knowledge of medical billing and accounting
- Demonstrated ability to maintain patients' file and record
- Profound ability to make complex administrative decisions pertaining to policies and regulations
- Working knowledge of medical terminology in addition to knowledge of the workings of health care practices
- Proficient in preparing reports based on expenditures and budgets
- IT – MS Office Suite and relevant hospital software

**ACCOMPLISHMENTS**

- Successfully managed to provide Family Trust Hospital with professional level fiscal duties in the absence of the administrator for three months in a row
- Placed a system of protocols for the staff to follow in order to bring about harmony in and accord in working practices

**EXPERIENCE**

**Family Trust Hospital – Bear, DE, July 2009 – Present**

Hospital Administrative Assistant

- Coordinate schedules, make appointments and prepare agendas for doctors and staff
- Read and route incoming mail and reply to relevant ones
- Order supplies and accurately process invoices
- Update and monitor attendance systems
- Prepare correspondence on behalf of staff, doctors and facility

**EDUCATION**

High School Diploma – 2007

**SPECIAL SKILLS AND CAPABILITIES**

- Able to build long-lasting relationship with patients
- Detail oriented with profound ability to work independently
- Excellent communication and interpersonal skills