**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