**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