

CONTINUING EDUCATION SAMPLE RESUME

JANE SMITH

Brooklyn, NY

(347) 555-1234

jane_smith@gmail.com

EDUCATION

Kingsborough Community College

Associate of Arts in Liberal Arts

Brooklyn, NY

06/2024

Electronic Health Records (Continuing Education Program)

12/2024

CERTIFICATIONS

Kingsborough Community College (Continuing Education)

Certified Clinical Medical Assistant, 06/2023

WORK EXPERIENCE

ABC Medical

Office Assistant

New York, NY

01/2024 - Present

- Greet patients visiting the facility, answering any questions they may have and helping them fill out the required forms
- Answer phone calls, create appointments, direct the calls as required and handle all queries
- Inform the doctor, nurse, or other healthcare facilitators about impending appointments
- Maintain a filing system for all patient documents and reports submitted
- Answer emails and other electronic messages as required
- Create invoices and bills, process insurance forms and manage vendors and contractors
- Manage inventory and place orders as required
- Transcribe all notes and documents related to treatments

Member of Assembly- Inez Barron

CUNY Women's Public Service Intern

Brooklyn, NY

03/2023 - 5/2023

- Researched current education policies for the creation of the office newsletter
- Answered phones

SKILLS

- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Fluent in Spanish
- Strong interpersonal and communication skills
- Team oriented
- Critical thinking, problem solving skills