

**MARY JONES**  
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Any City, State 55555

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An administrative services professional with 20 years' experience in working with healthcare providers and medical staff serving California. Seeking a medical receptionist position with a medical provider and/or hospital in the Greater Los Angeles area.

Expertise includes outstanding skills in handling telephones, receiving visitors and problem-solving.

### **EXPERIENCE**

**Los Angeles Hospital**, Los Angeles, California 2001-Present

#### **Concierge/Receptionist**

Checked in guests to the hospital's internal hotel, which accommodated 30 to 40 people, assuring that all personal possessions were properly accounted for.

- Processed guests' check-in to the hospital's hotel, situated inside of the hospital.
- Responded to guests' questions and concerns about hospital-related services.
- Made sure that all rooms were presentable, clean and ready to rent.
- Prepared scheduling for the hotel and accepted reservations.
- Provided regular concierge duties, including travel, reservations, dining facilities and entertainment.

**ZYZ Private Practice**, Los Angeles, California 1994-2000

#### **Medical Transcriber**

Transcribed all dictated patient reports from a busy physical therapy doctor seeing more than 30 people daily. Prepared reports, letters, general correspondence and filing related to patient medical visits. Responded to patient and medical incoming telephone calls.

**Orange Hospital**, Orange, California 1991-1994

#### **Clerk, Medical Records**

Filed medical records for an acute-care hospital with more than 430 beds.

**ABC & XYZ Associates, Inc.**, Los Angeles, California 1987-1991

#### **Executive Secretary**

Provided administrative services for two partners of a large legal firm with 20 employees, serving Southern California. Responsible for correspondence, spreadsheets, expense reports, scheduling, transcribing and phone screening.

### **EDUCATION**

**Los Angeles Community College**, Los Angeles, California

**Medical Secretary Program**, one and one-half years of studies

**Other Courses:** Medical Terminology