



SAJJA

Health and fitness

✉ sajja@gmail.com

☎ 1234567890

📍 pittsburg

🌐 www.qwikresume.com

Professional Summary

As a Health and Fitness Assistant, responsible for providing general administrative support to the doctors. Greeting patients and visitors, both in-person and over the phone, and directing them to the appropriate department or doctor.

Work Experience

health and fitness assistant

ABC Corporation Jan / 2022 - Ongoing new york

- Communicated with patients regarding their medical needs, including follow-up appointments and referrals managed office inventory, and ordered supplies as needed.
- Handled patient inquiries and complaints with professionalism and tact.
- Performed other administrative duties as assigned by the doctors.

Education

Health and fitness

University of pittsburgh Jan / 2019 - Ongoing Location

Skills

surgeon

SAP2000

StruCalc



Achievements

Best employee award