

AR

# AIKO RODRIGUEZ

San Francisco, CA 94103  
(555)555-5555 - aiko@example.com

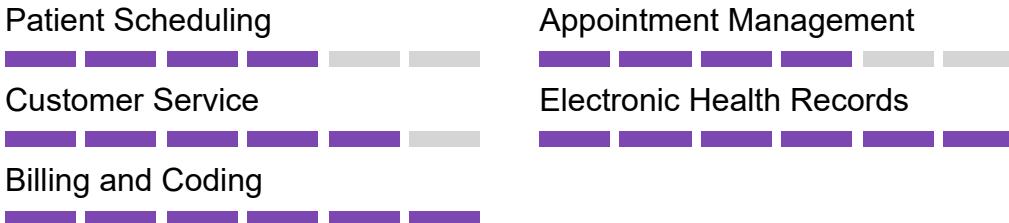
## RESUME OBJECTIVE

Detail-oriented Medical Receptionist with expertise in patient scheduling and administrative support. Proven ability to enhance operational efficiency and communication. Highly skilled in billing, problem solving, and customer service.

## EDUCATION

05/2023	<b>Master's Degree: Healthcare Administration</b> Springfield University - Sunnydale, CA
05/2022	<b>Bachelor's Degree: Business Administration</b> Springfield College - Sunnydale, CA

## SKILLS



## WORK HISTORY

12/2024 to 12/2025	<b>Medical Receptionist</b> Riverside Medical Group – San Francisco, CA <ul style="list-style-type: none"><li>Managed patient schedules daily, enhancing efficiency by 15%</li><li>Reduced patient wait time by 20% through strategic scheduling</li><li>Processed billing and payments, ensuring 98% accuracy</li></ul>
12/2023 to 11/2024	<b>Front Desk Coordinator</b> Harmony Health Center – San Francisco, CA <ul style="list-style-type: none"><li>Coordinated desk operations, increasing customer satisfaction by 10%</li><li>Enhanced communication channels, improving team response by 25%</li><li>Trained new staff, reducing onboarding time by 2 weeks</li></ul>

## ACCOMPLISHMENTS

- Streamlined appointment processes, boosting efficiency
- Led a team project that reduced patient check-in times