



Aiko Rodriguez

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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.

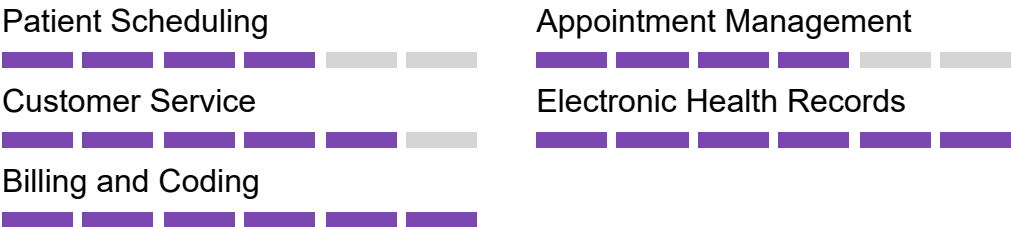
EDUCATION

- 05/2023

Master's Degree: Healthcare Administration
Springfield University - Sunnydale, CA
- 05/2022

Bachelor's Degree: Business Administration
Springfield College - Sunnydale, CA

SKILLS



WORK HISTORY

- 12/2024 to 12/2025

Medical Receptionist
Riverside Medical Group – San Francisco, CA
 - Managed patient schedules daily, enhancing efficiency by 15%
 - Reduced patient wait time by 20% through strategic scheduling
 - Processed billing and payments, ensuring 98% accuracy
- 12/2023 to 11/2024

Front Desk Coordinator
Harmony Health Center – San Francisco, CA
 - Coordinated desk operations, increasing customer satisfaction by 10%
 - Enhanced communication channels, improving team response by 25%
 - Trained new staff, reducing onboarding time by 2 weeks

ACCOMPLISHMENTS

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