

JACK X. SPEAR

Motivated receptionist with over 8 years of experience working in private medical offices. Personable and adept in helping clients and staff navigate sensitive situations. Expert in Microsoft Office applications and uses them to streamline tasks to make the office more efficient and productive.

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PROFESSIONAL EXPERIENCE

FRONT DESK RECEPTIONIST

Vigo Dermatology Center,
Terre Haute, IN
April 2014 - Present

- ◆ Fielded communications between patients and medical staff
- ◆ Liaised between the Center and insurance carriers when necessary
- ◆ Implemented a new database that helped medical staff improve efficiency by 10%
- ◆ Scheduled meetings and managed office and travel calendars for five dermatologists

FRONT DESK RECEPTIONIST

Clark Health & Wellness Center,
Brazil, IN
September 2012 - March 2014

- Opened office early to greet clients
- Created a database to better maintain office supply inventory
- Managed and maintained the schedule of all six physical and occupational therapists
- Assisted clients to book and change their next appointments in-house and with medical partner facilities

EDUCATION

High School Diploma

Terre Haute High School,
Terre Haute, IN
September 2008 - June 2012

KEY SKILLS

- Filing and records management
- Social media scheduling and posting
- ◆ VOIP phone systems
- Typing 90-110 WPM
- Communication and relationship building

CERTIFICATIONS

- Microsoft Office Specialist: Word and Excel 2016 Expert
- Microsoft Office Specialist 2013 Master
- Certified General Receptionist