

Name: Daniel Wong

Contact: daniel.wong@example.com | (555) 910-3342 | Boston, MA

Professional Summary

Organized hospital administrator with 5 years experience overseeing scheduling, billing coordination, and patient services. Skills

Experience

Patient Services Coordinator, St. Martin Hospital — Boston, MA

May 2020 – Present

- Streamlined appointment scheduling process reducing wait times by 20%.
- Coordinated between clinical teams and billing department.

Administrative Assistant, Eastside Clinic — Boston, MA

Jun 2017 – Apr 2020

- Maintained patient records and assisted with insurance verifications.

Education

B.S., Healthcare Administration, Northeastern University — 2017

Skills

- Scheduling systems, Medical billing basics, HIPAA-aware workflow, Vendor coordination