





# Nidhi Patel

## Skills Resume

 San Diego, CA  
 (123) 456-7890  
 nidhi.email@gmail.com  
 **GitHub**

## SUMMARY OF QUALIFICATIONS:

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- Hands-on clinical and administrative healthcare experience
- Experience with patient communication and record management
- Proficient in Excel and Microsoft Office Suite
- Adaptable team player with strong organization and interpersonal skills

## EDUCATION

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### University of California, San Diego (UCSD)

B.S. in Human Biology, Expected June 2025

## PROFESSIONAL EXPERIENCE

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### Clinical Support and Administration

- Assisted with patient scheduling and preparation for imaging procedures
- Maintained accurate and confidential medical records
- Communicated with medical staff to support clinic operations

### Dental Office Support

- Managed appointment scheduling and patient communication
- Performed billing, insurance verification, and documentation
- Provided front-desk support in a busy clinical environment

## SKILLS

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- Patient scheduling & administrative support
- Microsoft Office (Excel, Word, Outlook)
- Basic healthcare workflows & HIPAA compliance
- Data entry & clinical imaging familiarity

## WORK HISTORY

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### **UCSD Women's Imaging Center**, Clinical Assistant — Sept 2023–July 2025

- Scheduled patient appointments and coordinated imaging procedures with medical staff
- Prepared rooms and materials for imaging sessions following HIPAA protocols
- Maintained accurate patient records using electronic health systems
- Communicated clearly with patients to ensure a smooth clinical experience

### **Prakash Joshi DDS**, Front Desk Assistant — July 2022–April 2023

- Managed daily appointment scheduling using dental office software
- Filed insurance claims and handled billing-related paperwork
- Welcomed and guided patients through intake processes with professionalism
- Assisted with maintaining accurate and up-to-date patient records