

Joe McAI

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### Professional Summary

Detail-oriented and dependable administrative and operational support specialist with combined experience in office administration and data entry.

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### Core Skills

- Data entry & document processing
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### Professional Experience

Administrative Assistant

*GreenLeaf Medical Clinic – Toronto, ON*

Jan 2020 – Present

- Enter patient demographics and insurance info into EMR system with 99% input accuracy.
  - Generate and send standard invoices, referral letters, and pre-filled forms.
  - Respond to patient inquiries by email and phone using scripted responses.
  - Maintain digital filing system and scan incoming paperwork for secure storage.
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### Education

Diploma – Office Administration

Centennial College – Toronto, ON

Graduated: 2010

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### Additional Information

- Typing Speed: 72 WPM, 98% accuracy
  - Comfortable with structured workflows and repetitive tasks
  - Open to shift work or remote data entry roles
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### References

Available upon request

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