

# Meera Patel

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## Profile

- An office manager with 10 years of experience within the medical field, specializing in operations management, clinical workflows, and inventory management. A strong history of leading diverse administrative teams and managing operations for high-volume medical offices.

## Education

- Associate of Science (A.S.) in Health Care Administration | UNIVERSITY OF SYRACUSE, New York, NY | 2014

## Certifications

- Certified Medical Receptionist (CMR), American Medical Technologists | 2016
- Certified Medical Administrative Assistant, National Health Career Association | 2014

## Key Skills

- Office management
- Clinical operations
- Team management
- Patient relations
- Process improvement

## Professional Experience

### **MEDICAL OFFICE MANAGER | CORBIN MEDICAL CENTER, NEW YORK, NY | FEBRUARY 2018 – PRESENT**

- Manage all aspects of daily office operations for a high-volume medical center with over 4,000 active patients, establish scheduling procedures, and identify process improvement opportunities to improve operational effectiveness
- Lead a team of eight front-desk receptionists and administrative assistants, oversee staffing and resource allocation, and ensure regulatory compliance
- Coordinate cross-functionally with medical personnel to enhance clinical workflows and improve the patient experience, resulting in a 94% satisfaction rating in 2023

### **MEDICAL RECEPTIONIST | HIGHLAND MEDICAL OFFICE, NEW YORK, NY | JUNE 2014 – FEBRUARY 2018**

- Coordinated office operations and administrative functions, performed patient scheduling, managed calendars, and oversaw billing processes for a medical office with 600 patients
- Collaborated with physicians and nurses to identify process gaps and enhance the efficiency of clinical workflows