





Billy James

ADMINISTRATIVE ASSISTANT

 City, State Abbreviation zip code

 (123) 456-7890

 email@example.com | LinkedIn | Portfolio

Certified Medical Administrative Assistant with more than 10 years of experience in health care administration. Leader who manages office operations and financial aspects of high-stakes medical offices. Supports department heads of critical care, pediatric, and oncology units. Trains and mentors staff. Utilizes Epic Systems to ensure data accuracy and compliance.

PROFESSIONAL EXPERIENCE

Senior Administrative Assistant | March 2016 - present

Carrington Medical Center, Memphis, TN

- Lead administrative support for three department heads in critical care, pediatrics, and oncology
- Manage departmental purchases and expenditure reviews to ensure annual budget does not exceed \$200,000
- Reduced payroll reconciliation errors by 25% through optimization of payment processing for 30 medical staff members
- Train incoming admin staff on office procedures and proper patient data management

Administrative Assistant | July 2013 - February 2016

Forest Health Center, Horn Lake, MS

- Provided high-level administrative support to two associate medical directors who oversaw patient care services in cardiology and neurology
- Ensure meticulous adherence to Health Insurance Portability and Accountability Act (HIPAA) standards and staff contract requirements
- Onboarded more than 50 part-time medical faculty members each year

EDUCATION

Associate of Sciences (A.S.) in Administrative Technology

Nashville State Community College,
Nashville, TN

June 2010

KEY SKILLS

Attention to detail

Budget management

Collaborative communication

Patient data management

Regulatory compliance

Team training

CERTIFICATIONS

Certified Medical Administrative Assistant,
National Healthcareer Association, 2020

Administrative Assistant Certification,
National Career Certification Board, 2010