

George Mitchell

I am a patient care receptionist with over six years of experience in healthcare settings. I excel at managing patient check-ins, appointment scheduling, and ensuring a compassionate, efficient front-desk experience.

CONTACT

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 LinkedIn

 Philadelphia, PA 19103

KEY SKILLS

- Patient intake
- Appointment scheduling
- Data management
- Compassionate customer service

EDUCATION

Bachelor of Science in Business Administration
Temple University, Philadelphia, PA
May 2017

PROFESSIONAL EXPERIENCE

Receptionist | MedCare Associates, Philadelphia, PA
October 2021 – Present

- Managed front-desk operations for a medical practice with 40+ daily patient appointments.
- Improved scheduling efficiency by organizing digital records and coordinating follow-ups.

Administrative Assistant | Corporate Office Solutions, Philadelphia, PA
June 2017 – September 2021

- Coordinated meetings and maintained comprehensive patient records to support clinical staff.