

Brooke Miller

(555) 222-3333 • Orlando, FL 32801 • brooke.miller@example.com • LinkedIn

I am a clinic receptionist dedicated to creating a welcoming environment for patients and supporting efficient appointment management. I utilize effective communication skills to coordinate patient visits and assist healthcare professionals.

PROFESSIONAL EXPERIENCE

Receptionist , HealthFirst Clinic , Orlando, FL

November 2021 – Present

- Managed daily patient check-ins for over 30 appointments, enhancing clinic efficiency.
- Coordinated with medical staff to streamline patient flow and follow-up communications.

Front Desk Intern , Sunrise Medical Center , Orlando, FL

June 2021 – October 2022

- Assisted in data entry and appointment scheduling, reducing processing errors by 10%.

KEY SKILLS

- Patient check-in
- Appointment coordination
- Data entry
- Customer service

EDUCATION

- Bachelor of Science in Health Administration, University of Central Florida , Orlando, FL

May 2022