

# Evan Carter

I am an entry-level administrative receptionist with two years of experience supporting office operations in a healthcare setting. I specialize in patient intake, appointment scheduling, and billing procedures while maintaining strict compliance with HIPAA.

## CONTACT



(555) 555-6666



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LinkedIn



Minneapolis, MN 55401

## KEY SKILLS

- Patient intake
- Appointment scheduling
- Billing procedures
- HIPAA compliance

## EDUCATION

Associate of Applied Science in  
Medical Office Administration  
Minneapolis Community College  
, Minneapolis, MN | May 2023

## PROFESSIONAL EXPERIENCE

MEDICAL RECEPTIONIST | LIFELINE HEALTH , MINNEAPOLIS, MN  
OCTOBER 2023 – PRESENT

- Managed patient intake for 30+ appointments daily and processed copayments with 100% accuracy.
- Ensured HIPAA compliance by maintaining secure patient records.

FRONT DESK INTERN, | HOPE MEDICAL CENTER, , MINNEAPOLIS, MN  
JUNE 2022 – SEPTEMBER 2023

- Assisted in scheduling and data entry tasks, resulting in a 15% improvement in operational flow.