

Noah Turner

I am a hospital receptionist with over 10 years of experience supporting medical facilities. I excel at coordinating patient check-ins, managing confidential records, and ensuring a smooth flow of communication between patients and healthcare providers.

KEY SKILLS



- Patient intake
- Confidential record management
- Communication
- Scheduling

EDUCATION



Bachelor of Science in Health Administration

University of California
Los Angeles, CA | June 2018

PROFESSIONAL EXPERIENCE



Receptionist | Mercy Hospital, Los Angeles, CA
June 2019 – Present

- Managed patient check-ins for 40+ daily appointments, reducing wait times by 30%.
- Coordinated with medical staff to ensure timely patient transfers and record updates.

Front Desk Agent | City Medical Center, Los Angeles, CA
July 2013 – May 2019

- Handled a high volume of calls and managed appointment scheduling, improving overall patient satisfaction.