

Marilyn Brooks

Healthcare Receptionist

Compassionate mom with previous front-desk experience in medical clinics and extensive family-care coordination. Proficient in EHR scheduling and patient check-in processes.

EDUCATION

Certificate in Medical Office Administration

City College, City, ST
May 2017

PROFESSIONAL EXPERIENCE

Stay-at-Home Care Coordinator | Self-Employed,
January 2020 – Present

- Scheduled and tracked 15+ medical and therapy appointments per week for two children
- Maintained medication logs and communicated reminders to providers

Receptionist | Valley Health Clinic, City, ST
May 2017 – December 2019

- Checked in 80+ patients daily using EHR, achieving 99% accuracy in data entry
- Managed insurance verifications, reducing billing delays by 25%