**Jones Brown**

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**Job Objective:**

To work as a Health Administrative Assistant at “Oak Street Healthcare,” where my multi-tasking skills and work experience in fulfilling all administrative duties will provide quality health care services to patients, and support to the medical team.

**Summary of Skills:**

* CStrong Administrative and organizational skills, ability to multi-task, and set priorities
* Ability to work in culturally diverse, and patient-centric environment
* Ability to provide clerical support for health care services
* Possess time management skills with ability to work under tight deadlines
* Ability to coordinate with nurses, doctors, and other staff
* Excellent communication, time management, and organizational skills
* Proficiency in Word, Excel, Power Point and Outlook
* Ability to handle and maintain confidentiality of patient's records
* Familiarity with medical terminology

**Work Experience:**

Health Administrative Assistant

Northwestern Medicines, Chicago, IL

March 2016 - Present

* Entering and updating patient's information in database
* Delivering patient's specimen to main laboratory for analysis, and maintaining test information records
* Assisting doctors, nurses, and other medical staff to provide best patient care
* Assisting, and overseeing the effectiveness of health care programs
* Preparing agenda and minutes for weekly meetings and conferences
* Answering phone calls, and maintaining contact information, and inventory of medical equipment

Health Administrative Assistant

Rush University Medical Center, Chicago, IL

June 2015 - February 2016

* Assisted in organizing training and performance appraisal of the nursing staff
* Coordinated with the housekeeping staff and ensured hygienic environment in the office
* Ensured health care services are in compliance with current medical regulatory acts
* Planned, coordinated, and managed community services to improve the Center's image in public
* Developed departmental budget, and controlled expenditures
* Planned and suggested new and revised policies for improving health care services

**Education:**

* Associates Degree in Health Administration   
  Malcolm X College, Illinois, Chicago   
  2013

**Reference:**

On request.