

Aisha Khan

aisha.khan@example.com • (555) 123-4567 • Seattle, WA • linkedin.com/in/aisha-khan

SUMMARY

Detail-oriented and compassionate recent graduate with a Bachelor of Science in Health Administration. Proven ability to enhance patient satisfaction and streamline administrative processes through effective communication and organizational skills.

EXPERIENCE

Patient Care Assistant

Jun 2022 - Present

Greenwood Health Center, Seattle, WA

- Improved patient wait times by 20% through efficient appointment scheduling and coordination.
- Successfully managed patient records and reduced data entry errors by 15% by implementing standard operating procedures.
- Utilized electronic health record (EHR) systems to ensure accurate documentation and compliance.

Intern, Patient Services

Jan 2021 - May 2021

Sunrise Medical Group, Seattle, WA

- Assisted in the development of a patient feedback system, increasing response rates by 25%.
- Collaborated with healthcare professionals to enhance patient care protocols, resulting in a 10% decrease in appointment cancellations.
- Facilitated communication between patients and healthcare teams to ensure high-quality care delivery.

Volunteer Coordinator

Sep 2019 - May 2020

Community Health Fair, Seattle, WA

- Coordinated over 150 volunteers for community health events, enhancing outreach and service delivery.
- Streamlined volunteer registration process, reducing onboarding time by 30%.
- Developed training materials that were used to educate volunteers on patient interaction best practices.

EDUCATION

Bachelor of Science in Health Administration

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Patient Scheduling Software, Electronic Health Records (EHR), Microsoft Office Suite, Data Entry

Tools & Frameworks: Epic Systems, Cerner, Healthcare Compliance Standards