



Jisoo Barnett

Clinic Assistant

☎ (630) 555-4927 ✉ jisoo.barnett@example.com

🌐 [linkedin.com/example/jisooobarnett](https://www.linkedin.com/example/jisooobarnett) 📍 Aurora, IL 60504

STRENGTHS

- 👤 **Patient Registration**
Registration documents were checked carefully, helping nurses start visits with accurate client information and fewer avoidable delays.
- 🏥 **Clinic Preparation**
Exam rooms were stocked before sessions, and small gaps were handled early so patient care could continue smoothly.
- 🔒 **Confidential Records**
Sensitive information was handled with care, earning trust from patients and coworkers during routine administrative work.
- 💖 **Calm Service**
Busy telephone and front desk moments were met with patience, giving adult patients a clearer path through visits.
- 👥 **Team Coordination**
Nurses received complete forms, supplies, and intake details, making collaboration feel practical during full clinic days.

SKILLS

Patient Registration
Appointment Scheduling
Telephone Reception
Medical Records Patient Privacy
Medical Terminology
Filing Systems
Exam Room Preparation
Clinical Supply Management
Phlebotomy Blood Collection
Medical Billing Patient Escort

SUMMARY

Clinic Assistant with three years of outpatient healthcare experience supporting adult **patient flow**, registration, scheduling, **medical records**, **exam room preparation**, and frontline service. Provides calm, respectful assistance during busy clinic visits, while keeping client information accurate and confidential. Experienced with consent forms, releases, worksheets, daily reports, supply monitoring, patient escort, intake collection, medical billing support, and authorized blood collection. Certified in phlebotomy and Basic Life Support, with practical knowledge of medical terminology, filing systems, office procedures, privacy requirements, and **electronic health records**. Conversational Spanish supports basic service navigation and routine communication, with complex interpretation referred to qualified resources. Reliable attendance, organized preparation, and thoughtful communication help nurses and adult patients move through care with fewer delays.

EXPERIENCE

Clinic Assistant

Fox River Community Clinics 📅 June 2025 - Present 📍 Aurora, Illinois

Support adult outpatient clinic operations from registration through room preparation and follow up. Coordinate closely with clients and nursing staff, maintain accurate electronic information, prepare clinical documents, perform authorized blood collection, and keep supplies and daily reports organized for steady service delivery.

- Coordinated **registration** and room readiness, helping **nurses** begin adult clinic visits with complete records.
- Updated client **addresses** and phone numbers in electronic systems, improving follow up information accuracy.
- Prepared consent forms, releases, worksheets, and records before appointments, reducing missing visit documentation.
- Collected **intake information** and escorted patients, offering calm support during busy clinic sessions.
- Performed certified **blood collection** and prepared procedure materials within assigned clinic protocols.
- Monitored exam supplies and **daily reports**, coordinating replenishment before routine shortages delayed care.

Patient Services Assistant

Midwest Access Medical Group 📅 September 2023 - May 2025 📍 Elgin, Illinois

Provided front desk and patient service support in a high volume outpatient practice. Managed scheduling, telephone reception, registration, records, exam room preparation, supply communication, billing support, and basic Spanish service navigation while protecting confidential health information.

- Scheduled appointments and checked **forms**, helping clinical staff keep planned visits moving smoothly.
- Entered updated addresses and phone numbers, keeping electronic patient records ready for follow up.
- Prepared **exam rooms** and replenished **supplies**, preventing routine shortages between patient sessions.
- Reviewed registration and service details, correcting billing discrepancies before account processing.
- Handled **telephone reception** and patient questions, directing concerns to appropriate clinical staff.
- Used **conversational Spanish** for basic service navigation, referring complex **interpretation** needs to qualified resources.

Customer Service

Conversational Spanish

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Clinic Assistant at Fox River Community Clinics (1.3 Years)

● Patient Services Assistant at Midwest Access Medical Group (1.7 Years)

LEADERSHIP & AWARDS

- Earned Certified Phlebotomy Technician credential in 2024 after demonstrating safe blood collection practice.
- Maintained Basic Life Support certification in 2025, supporting readiness for urgent clinic situations.
- Recognized by clinical coworkers for dependable attendance, organized room preparation, and respectful patient support.

EDUCATION

Certificate in Medical Assisting

Waubensee Community College 🎓 GPA: 4.0 📅 2023 📍 Sugar Grove, Illinois

Coursework: Medical terminology, patient care, medical records, office procedures

CERTIFICATIONS

- Certified Phlebotomy Technician 📅 2024
- Basic Life Support 📅 2025

TECHNICAL SKILLS

- **Patient Access Systems:** Registration systems, appointment scheduling, demographic updates
- **Medical Records:** Electronic health records, filing systems, record preparation
- **Clinical Documentation:** Consent forms, release forms, worksheets
- **Patient Care Support:** Patient escort, intake collection, room preparation
- **Phlebotomy Services:** Blood collection, specimen handling, procedure preparation
- **Privacy Practices:** Patient privacy laws, confidential records, privileged information
- **Office Operations:** Telephone reception, daily reports, modern office procedures
- **Supply Management:** Exam room supplies, inventory monitoring, replenishment coordination
- **Revenue Cycle Support:** Medical billing, service information, account review
- **Communication Services:** Conversational Spanish, cultural sensitivity, interpretation referral

PROFESSIONAL AFFILIATIONS

- Supports outpatient care teams through clear communication, accurate records, and steady coordination with nursing staff.
- Serves diverse adult patients with cultural sensitivity, basic Spanish communication, and appropriate language resource referrals.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST