



Natalia Cortez

Medical Receptionist

☎ (414) 555-0123 ✉ natalia.cortez@example.com

🌐 linkedin.com/in/nataliacortez 📍 123 Elm Street, Oak Creek, WI 53154

SUMMARY

Dedicated Medical Receptionist with strong front desk management skills, particularly in the healthcare sector. Actively supports clinical teams by maximizing scheduling opportunities and ensuring smooth patient intake processes. Extensive experience handling electronic medical records, maintaining compliance with HIPAA regulations, and engaging effectively with patients. Known for exceptional communication abilities that foster positive patient experiences while managing multiple tasks efficiently in a fast-paced environment. Eager to contribute proactive support to enhance operational efficiencies and improve patient satisfaction at Empower Health Solutions.

EDUCATION

Bachelor's Degree in Health Administration

University of Wisconsin-Milwaukee 🎓 GPA: 3.8 📅 2025 📍 Milwaukee, WI

Coursework: Healthcare Systems, Patient Care Management, Health Policy, Marketing in Healthcare

TECHNICAL SKILLS

- **Scheduling Software:** Raintree Connect, Microsoft Excel, Google Calendar
- **Compliance Standards:** HIPAA, HITECH, CLIA
- **Office Equipment:** Fax Machine, Multi-line Phone, Copier
- **Reporting Tools:** Microsoft Word, Microsoft PowerPoint, Google Docs
- **Data Management:** Patient Charts, Referral Logs, Communication Logs
- **Medical Terminology:** Patient Intake Processes, Insurance Networks, Appointment Types
- **Project Management Tools:** Trello, Asana, Notion
- **Training & Development:** Staff Training Programs, Workshops, Skill Assessment
- **Customer Relationship Management:** Microsoft Dynamics, Salesforce, HubSpot
- **Healthcare Guidelines:** Joint Commission Standards, CDC Protocols, Emergency Preparedness

EXPERIENCE

Capstone Project Developer

University Project 📅 January 2026 - Present 📍 Remote

Focused on building a comprehensive scheduling system prototype for a fictional healthcare clinic. Designed to enhance appointment utilization and optimize patient flow.

- Developed a structured scheduling framework that improves appointment allocation across therapists.
- Utilized Microsoft Excel and Raintree Connect, establishing an intuitive dashboard for scheduling oversight.
- Conducted feedback sessions with peers to refine functionalities and boost user engagement.
- Documented the project's workflows, ensuring adherence to healthcare standards and best practices.
- Presented findings to faculty, emphasizing the significance of efficient scheduling on patient experience.
- Collaborated closely with team members to mirror real-world healthcare operations.

Research Assistant

University Research Lab 📅 September 2025 - December 2025 📍 Oak Creek, WI

Supported research initiatives aimed at improving patient intake QPH aspects within diverse healthcare settings, working alongside faculty and peers.

- Assisted in data analysis related to patient scheduling trends and cancellation patterns to generate actionable insights.

STRENGTHS

- ✓ **Organizational Skills**
Enhanced scheduling efficiency through meticulous tracking of appointments and therapist availability, boosting office coordination.
- 💬 **Communication**
Built rapport with patients enabling increased comfort during visits and resolving concerns effectively, resulting in praise from peers.
- 💻 **Technical Proficiency**
Utilized various EMR systems including Raintree, streamlining patient data management procedures and reducing processing time.
- 🔄 **Adaptability**
Thrived in dynamic environments, seamlessly adjusting priorities amidst shifting schedules and unexpected demands.
- 👥 **Team Collaboration**
Partnered with both administrative staff and clinical teams, fostering cohesive operations that improved service delivery.

SKILLS

Front Desk Management

Patient Scheduling

Electronic Medical Records (EMR)

Microsoft Office Suite

HIPAA Compliance

Strong Communication Skills

Time Management

Problem Solving Detail Oriented

Conflict Resolution Multi-tasking

Patient Relations

Appointment Coordination

Administrative Support

Team Support

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Capstone Project Developer
at University Project (6 Months)

● Research Assistant at
University Research Lab (3
Months)

- Maintained records in compliance with ethical research standards while contributing to meaningful study results.
- Participated in weekly reviews to discuss research findings and potential impactful changes on front desk strategies.
- Drafted thorough reports outlining research conclusions along with recommendations for practical application.
- Engaged in academic conferences to showcase findings and promote health operations awareness.
- Cultivated professional networks through active participation and presentations during research discussions.

LEADERSHIP & AWARDS

- Honors Award for Outstanding Academic Achievement in Health Administration
- Volunteer Service Recognition from Local Health Fair Committee

CERTIFICATIONS

- Certified Medical Administrative Assistant (CMAA) 📅 2025
- HIPAA Certification 📅 2025

PROFESSIONAL AFFILIATIONS

- Member of National Association of Medical Receptionists
- Participant in University Health Administration Club

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST