

Full name

 **Phone:** (+33) 04.13.xxxx

 **Email address:** xxxx.veilleux@gmail.com

 **Address:** xxxxxx

Professional summary

Professional and compassionate receptionist seeking a position in a hospital or medical center. Skilled in managing patient inquiries, scheduling appointments, and maintaining medical records with accuracy. Committed to providing excellent customer service and ensuring a smooth workflow in a healthcare environment.

Professional experience

Receptionist – [Hospital/Clinic Name] – [Start Date] to [End Date]

- Greeted patients and visitors in a professional and friendly manner.
- Managed appointment scheduling, patient registration, and follow-ups.
- Handled phone calls, emails, and medical inquiries efficiently.
- Maintained accurate patient records and coordinated with medical staff.

Front Desk Assistant – [Hospital/Clinic Name] – [Start Date] to [End Date]

- Assisted in managing patient flow and ensured smooth daily operations.
- Supported administrative tasks such as filing, billing, and reporting.
- Responded to patient concerns and provided guidance as needed.

Education

[Degree] – [Institution Name] – [Year of Graduation]

Relevant Training: [Course Name, e.g., Medical Office Administration, First Aid]

Languages

English (Level C2)

French mother language)

Skills

- Microsoft office
- Google Analytics, Google AdWords, Facebook Ads
- Trello, Asana, Slack

Hobbies and interests

- Passionate about traveling and discovering new cultures. I have visited over 15 different countries and enjoy exploring new places to broaden my horizons.
- Passionate about reading, especially books on business, psychology, personal development and travel