

Professional Profile

'A diligent and highly proficient administrative professional specialising in health and patient care services, supporting medical professionals and ensuring the highest standards of customer service.

Empathetic, personable and highly motivated, I am required to assist both clients and staff with a wide range of administrative tasks.

Given my impressive track record and experience, I am confident that my skills, combined with my excellent communication and organisational abilities, will enable me to progress further in my career, either in a supervisory or junior management capacity.

Core Skills

- Clerical and administrative skills
 - Leadership and team management
 - Strong communication and interpersonal skills
 - Computer literacy and data management
 - Calm and professional under pressure
- Land your perfect job quickly

Career History

Oct 2016 - Present

In acknowledgement of my previous role, I was promoted to a senior position in the busy Endoscopy department, where I am responsible for the day-to-day running of the unit.

Key Responsibilities

- Prioritising and managing the workload of the department
- Maintaining accurate records and ensuring compliance with all relevant regulations
- Liaising with the clinical team to ensure the highest standards of patient care
- Ensuring the department is fully staffed and equipped at all times
- Supporting the clinical team with any administrative tasks
- Ensuring the department is fully compliant with all relevant regulations

Key Achievements

- Successfully managed the department during a period of high patient numbers, ensuring that all patients were treated in a timely and efficient manner.

Apr 2015 - Oct 2016

As a member of the team, I was responsible for the day-to-day running of the department, ensuring that all patients were treated in a timely and efficient manner.

Key Responsibilities

- Ensuring the department is fully staffed and equipped at all times
- Supporting the clinical team with any administrative tasks
- Ensuring the department is fully compliant with all relevant regulations
- Maintaining accurate records and ensuring compliance with all relevant regulations
- Liaising with the clinical team to ensure the highest standards of patient care
- Prioritising and managing the workload of the department

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Aug 2015 – Oct 2016

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Customer Service Representative

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