Jacquie Chan

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**OBJECTIVE**:

Enthusiastic and mature student in the Health Office Administration Diploma program seeking the Health Records Clerk position at Sunnybrook Hospital. *(Include the actual position and employer from your job ad)*

**SKILLS AND QUALIFICATIONS:** *(Include keywords from your job ad)*

* In-depth knowledge of medical and dental anatomy, physiology, and terminology
* Comprehensive understanding of health insurance claims management practices
* Computer literate with well-developed EMR and MS Office skills, keyboarding 66 WPM
* Skilled with physician-order transcription
* Well-developed skills in customer service, teamwork, communication
* Strong multitasking and time management skills
* First Aid, CPR & AED for Health Care Practitioners (Level C - HCP) certification

**EDUCATION:**

2022-2024 **Conestoga College, Kitchener, ON**

*Health Office Administration Diploma expected April 2024*

* GPA 3.6 *(Include GPA if higher than 3.5)*, Dean's Honour Roll
* Key courses: Health Care Terminology, Business Computing Applications, Hospital Unit Administration

2017-2021 **Victoria Park Secondary School, Toronto, ON**

*Ontario Secondary School Diploma*

* Key courses: Grade 12 English, Families in Canada, Nutrition and Health, Computer Science

**EXPERIENCE:**

2021-present **Lawson Packaging, Waterloo, ON**

*Warehouse Associate*

* Use strong verbal communication and teamwork skills to safely load and unload trucks under tight time constraints.  *(Use scope and accomplishment statements instead of a simple list of duties)*
* Apply the ability to learn new skills quickly to cross-train in multiple departments, providing seamless coverage for absences.

2016-2021 **Little Tots Daycare, Toronto, ON**

*Kitchen Assistant*

* Used excellent attention to detail to efficiently prepare nutritious food for children, following strict food safety guidelines, food allergy restrictions, and company policies.
* Applied effective multitasking and organization skills with competing demands, including food preparation, serving, cleaning, and responding to children’s needs.