



ANNE MEDRANO

Unit Secretary

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United States, Elko, NV, 4640 Martha Ellen Drive, 89801

EDUCATION

Associate of Science in Healthcare Administration

2015 - 2019

Great Basin College, United States, Elko, NV

SKILLS

Computer Proficiency ●●●●●

Record Keeping ●●●●●

Medical Terminology ●●●●●

Filing Systems ●●●●●

Typing/Data Entry ●●●●●

HOBBIES

Photography

Fishing

LANGUAGES

Spanish (B2)

German (A2)

PROFESSIONAL SUMMARY

Dedicated and organized Unit Secretary with 4 years of experience in healthcare administration. Proven track record of efficiently managing unit operations and providing exceptional clerical support. Skilled in facilitating communication between medical staff, patients, and families to ensure optimal patient care.

EXPERIENCE

Unit Secretary, Sunrise Medical Center, United States, Elko, NV

April 2021 - Now

- Manage all clerical duties for assigned unit, including patient admissions, discharges, and transfers.
- Schedule appointments, procedures, and tests for patients, optimizing workflow efficiency and reducing wait times.
- Maintain electronic medical records (EMR) system, ensuring compliance with HIPAA regulations.
- Order and maintain inventory of office supplies.

Administrative Assistant, Elko Medical Clinic, United States, Elko, NV

June 2019 - February 2021

- Provided administrative support to medical staff, including scheduling appointments, managing phone calls, and handling correspondence.
- Prepared and processed insurance claims and billing statements, reducing billing errors by 25%.
- Maintained and updated patient files, ensuring accuracy and compliance with regulatory standards.