

# Amy Carter

## COSMETIC SURGERY SCHEDULER

(213) 555-1234  
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United States, Los Angeles, CA

### SKILLS

Cosmetic surgery coordination	Expert
Patient care and communication	Expert
Knowledge of aesthetic surgery procedures	Expert
Insurance verification and billing	Expert
Proficient in Microsoft Office Suite	Expert
Scheduling software expertise (Cerner, Meditech)	Expert
HIPAA compliance and patient confidentiality	Expert
Multitasking and time management in fast-paced settings	Expert

### LANGUAGES

- French: Fluent
- Spanish: Conversational

### PROFESSIONAL SUMMARY

Highly organized and professional Surgery Scheduler with expertise in cosmetic and aesthetic procedures. Committed to providing a seamless experience for patients while coordinating with surgeons and medical teams to ensure timely and efficient surgeries. Seeking to contribute my skills to a leading cosmetic surgery clinic.

### EXPERIENCE

April 2021 - Now

#### Cosmetic Surgery Scheduler

Luxe Aesthetic Surgery / Los Angeles, CA

- Coordinate with patients to ensure they understand pre-surgery requirements, including post-surgery care.
- Handle patient inquiries and provide information about insurance options and payment plans.
- Manage follow-up appointments to track recovery and ensure patient satisfaction.
- Work closely with surgeons and medical staff to optimize surgical schedules and minimize wait times.

January 2019 - March 2021

#### Medical Administrative Assistant

Beauty Health Clinic / Los Angeles, CA

- Assisted in coordinating patient appointments, including initial consultations and post-operative care.
- Managed patient records and updated medical information in the clinic's system.
- Verified insurance details and processed billing for cosmetic procedures.
- Provided administrative support by maintaining filing systems, answering phones, and scheduling medical procedures.

### EDUCATION

#### Associate Degree in Health Services Management

Los Angeles Community College / Graduated: May 2018

#### Certifications

- Certified Medical Administrative Assistant (CMAA), NHA, February 2022
- CPR and First Aid Certified, American Heart Association, March 2021