

---

## Hospital Switchboard Operator Resume

---

### Job Objective

To obtain a Hospital Switchboard Operator position in a highly reputed organization

---

### Summary of Qualifications:

---

- Experience Switchboard experience in hospital setting
  - In-depth knowledge of operating PBX switchboard
  - Ability to receive customers, clients, and visitors with courtesy, tolerance, and efficiency at all times
  - Familiar with Microsoft Office Suite, databases, and email
  - Ability to communicate effectively with patients, and guests
  - Sound ability to use switchboards and adding machine effectively
  - Strong written and verbal communication skills
  - Excellent communication skills and positive telephone etiquette
- 

### Work Experience:

---

Hospital Switchboard Operator, May 2004 – Present  
Carney Hospital, Siletz, OR

- Responsible for completion of the registration process for all patients who came through the Emergency Department.
- Ordered entry for any x-ray procedures, contacted physician offices and other departments to check on missing orders.
- Directed all telephone inquiries to the appropriate area or person while maintaining strict confidentiality for all patient information.
- Made all announcements such as drills and disasters, paging of authorized personnel and relaying of messages.
- Collected payments and wrote receipts after the cashier is closed and collected cash deposits from the kitchen.

Hospital Switchboard Operator, March 2002– April 2004  
St. Lukes Cornwall Hospital, Siletz, OR

- Greeted visitors and informed appropriate person as needed.
  - Operated overhead paging system and initiates code pages for emergencies.
  - Collected and updated on-call schedules as needed.
  - Performed routine back-up functions to ensure data integrity.
  - Operated overhead paging system and initiates code pages for emergencies
  - Performed routine back-up functions to ensure data integrity.
- 

### Education:

---

High School Diploma, James Monroe High School, Lindsie, WV

[Build your Resume Now](#)