
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
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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 inquires 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.
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 - Performed routine back-up functions to ensure data integrity.
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Education:

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

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