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## Medical Administrative Specialist Resume

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### Job Objective

Medical Administrative Specialist seeking position in which my training and experiences can help increase the client base and growth of the company.

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### Highlights of Qualifications:

- Hands on experience in working as a medical administrative specialist
  - Exceptional ability to perform various duties as required
  - Ability to relocate after program completion
  - Ability to use data to inform instruction
  - Amazing communication skills in both oral and written forms
  - Good facilitation skills
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### Professional Experience:

Medical Administrative Specialist  
Veterans Health Administration, West Chicago, IL  
May 2006 – Present

- Maintained professional relations with Public Affairs Officer and gave required information to public.
  - Ensured compliance to all VA regulations and VAMC policy.
  - Coordinated with patients for referral cases and transferring patients from and to hospital.
  - Managed all non policy administration for hospital processes.
  - Monitored contact received in operating hours of facility.
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### Education:

Bachelor's Degree in Healthcare Management  
Ball State University, Muncie, IN

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