
OPHTHALMIC ASSISTANT RESUME

Objective:

To obtain an Ophthalmic Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Sound knowledge of ophthalmology abbreviations and terminology
- Remarkable experience in performing basic maintenance of exam room and ancillary equipment
- Self-motivated and able to work independently
- Proven ability to perform technical skills
- Excellent telephone etiquette

Work Experience:

Ophthalmic Assistant
Guthrie Health Care System, Boxboro, MA
August 2005 to till date

- Prepared examination and treatment rooms for use by eye care providers.
- Reviewed appointment schedule to determine patient visits order.
- Performed basic and routine vision screenings examinations; and recorded data on standard format.
- Maintained ophthalmic instruments appropriately.
- Managed to administered eye medications as ordered by the Ophthalmologists.
- Performed other technical skills as directed by an eye care provider.

Ophthalmic Assistant
Mercy Ships, Boxboro, MA
May 2000 to July 2005

- Prepared patients and assisted ophthalmologist with surgery and laser procedures.
- Collected and calculated diagnostic data; and ensured to remain current with documentation guidelines.
- Recognized an emergency situation and initiated appropriate plan of action.
- Reviewed and monitored ophthalmologist schedule for efficiency.
- Assisted in the orientation of new employees, and recognized and utilized opportunities to teach other staff members.
- Performed liaison duties between patients, referring physicians, and hospital staff.

Education:

Associate degrees in Health Unit Coordinator
Duke University, Durham, NC

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