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## Radiology Clerk Resume

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### Job Objective

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Seeking to obtain a Radiology Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

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Radiology Clerk  
Equus Products, Marcus Hook, PA  
May 2004 – Present

- Assisted the department manager in day to day supervision.
- Coordinated with the assigned section personnel.
- Ensured supply of necessities and managed equipment resources.
- Managed all clerical, reception, and operational activities of the reception.

Radiology Clerk  
Elite Staffing, Marcus Hook, PA  
March 2002– April 2004

- Ensured to receive patients to the department courteously.
  - Maintained exact filing systems, daily patient records and charging procedures.
  - Computed data and ensured to maintain accurate records
  - Managed to direct telephone communications and schedules
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### Summary of Qualifications:

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- Vast experience in performing radiology functions and activities
  - In-depth knowledge of medical terminology
  - Ability to operate radiology equipment
  - Ability to handle computerized digital equipment for image storage
  - Ability to sustain accuracy and efficiency
  - Knowledge of MS Office programs and other related applications
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### Education:

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AAS Degree in Medical Office Assistant  
Glendale Community College, Glendale, AZ

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