

Valetta Halleran

Medical Office Manager

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☎ 826-293-6326

📍 7419 West Hill Lane, Glendale, AZ 85310

EDUCATION

Bachelor of Science in Business at Johns Hopkins University, Baltimore, MD

Aug 2014 - May 2018

I completed my coursework and achieved a 4.0 GPA. I also gained experience in the medical field by working as an intern at a local doctor's office.

LINKS

[linkedin.com/in/valettahalleran](https://www.linkedin.com/in/valettahalleran)

SKILLS

Managing medical records

Handling customer inquiries

Resolving conflicts

Overseeing office operations

Training new staff members

Maintaining schedules

LANGUAGES

English

Hindi

PROFILE

As Office Manager for a medical practice, I was responsible for the day-to-day operations of the office. This included everything from scheduling appointments and managing billing to coordinating with insurance companies. My experience has taught me how to handle all aspects of running a successful medical office.

I have excellent time management skills and am able to juggle multiple tasks at once. I am also very patient and efficient when dealing with patients, staff, and vendors. My goal is always to create a smooth workflow in the office so that everyone can do their job effectively while providing quality care to our patients

EMPLOYMENT HISTORY

● Medical Office Manager at Renown Health (Nevada)

Mar 2022 - Present

- Led a team of 30 employees and successfully managed daily operations for a medical office with an annual budget of \$2 million.
- Implemented new patient scheduling system that increased patient satisfaction by 15%.
- Negotiated contracts with vendors that saved the office 10% on supplies annually.
- Instituted weekly staff meetings which improved communication and decreased employee turnover by 5%.
- Initiated monthly safety training sessions resulting in a decrease in workplace accidents by 25%.

● Assistant Medical Office Manager at Geisinger Holy Spirit Hospital (Pennsylvania)

Jul 2018 - Jan 2022

- Reduced medical office expenses by 10% through effective budgeting and cost-saving measures.
- Implemented new patient registration process that reduced average wait times by 20%.
- Hired and trained a team of 15 medical assistants, resulting in increased productivity and improved patient satisfaction scores.
- Instituted a new electronic health record system that streamlined documentation and saved the practice \$5,000 per month in paper costs.
- Negotiated with insurance companies to secure more favorable terms for the practice, saving an estimated \$10,000 per year in payments.

CERTIFICATES

CMA (AAMA), Certified Medical Assistant

Nov 2020

RMA, Registered Medical Assistant

Aug 2019

NCMA, National Certified Medical Assistant

Oct 2017