

Your Name

email@email.com • (000) 000-0000

[LinkedIn](#) • Somewhere, KS, 00000

Title of Job You Are Apply For

Highly analytical, detail-oriented healthcare information systems professional with solid academics and direct experience in managing a full spectrum of healthcare IT functions, including multiple EHRs (Electronic Health Records) analysis and administration, healthcare data analytics, healthcare information systems, and technology implementation. Experience in generating Ad-Hoc reports within Cerner EHR and providing EHR technical support & integration. Skilled at streamlining healthcare operations by leveraging strong knowledge of healthcare IT tasks and related terminologies.

Technical Skills:

Cerner EHR platform,
Millennium®
eClinicalWorks EHR Healthcare
Data Analysis

EHR Management
Centricity EHR Tableau

HHA Exchange
Software
FTP Core Program MS
Office Suite

EXPERIENCE HIGHLIGHTS

Johnson County Community College, Overland Park, KS

Graduating in Dec 20XX

Associate of Science + Health Information Systems Specialist Certificate

- Cultivated core competencies in Health Information Technology (HIT) Systems and EHR/EMR design, functionality, and usability.
- Acquired in-depth comprehension of technology and EHR management. Building expertise in healthcare data analytics, EHR administration, quality assurance, healthcare workflow analysis and redesign, and quality improvement.
- Gained hands-on experience with Cerner EHR platform, Millennium®. Attaining a strong understanding of population health and interoperable health IT systems.

Somewhere Health Center, Some City, State

Mar 20XX – Present

Health Information Systems Intern

- Contributed to health IT activities and assisted with technical problem-solving to ensure streamlined workflow with all EHR functions and other health IT systems to support clinical operations.
- Ensured compliance with HIPAA privacy and security rules.
- Assisted health IT and EHR specialists with problem-solving and analytic processes.
- Facilitated updating and maintaining EHR, eClinicalWorks EHR, and Centricity EHR by leveraging excellent technical insights.
- Outperformed in a fast-paced and high-workload team collaboration environment; leveraged strong analytical and health IT skills to streamline healthcare IT operations.
- Resolved issues and developed new workflows for productivity optimization.

University of State, Dining Services, City, State

Feb 20XX – Aug 20XX

Crew Member

- Provided proactive support to supervisor in effectively managing routine business activities.
- Addressed and resolved staff/client queries and concerns in a prompt and courteous manner.
- Adhered to compliance requirements during routine tasks.
- Facilitated employees' schedules development and ensured seamless workflow of facility operations.
- Provided best customer service with the aim of boosting client satisfaction and retention.

Health Aide Inc., City, State J

un 20XX– Jan 20XX

Payroll Manager | Finance Analyst

- Managed weekly payroll operations and customer service for over 50 employees. Provided analytical, forecasting, and reporting support to senior management.
- Delivered best-in-class customer service at all corporate levels to meet/surpass defined business targets.
- Leveraged professional proficiencies in HHA Exchange Software and MS Excel to collect/compile data and evaluated timesheets for accuracy.
- Minimized financial discrepancies by developing/maintaining appropriate records.
- Used additional technology FTP Core Program.

ADDITIONAL EXPERIENCE

Sales Representative –Address, City, State

Event Manager | Assistant to CEO – Address, City, State

EDUCATION & CREDENTIALS

Associate of Science Dec 20XX

Health Information Systems Specialist Certificate Johnson County Community College, Overland Park, KS

Occupational Health and Safety International General Certificate LANGUAGES

English: Professional Proficiency

xxxx: Native/Bilingual Proficiency xxxx: Elementary Proficiency