

First Name Last Name

Street Address City, State Zipcode | Phone | Email

OBJECTIVE: College student studying Ophthalmic Assisting, with customer service experience, seeking a part-time job to gain experience in the opticianry field.

SKILLS SUMMARY:

- Experienced taking patients' general medical and ophthalmic history
- Trained to take basic anatomical and functional measurements
- Experienced performing diagnostic tests on patients, testing ocular functions such as: visual acuity and basic color vision
- Adept at verifying eyeglass prescriptions and instructing patients in eye care
- Able to administer topical ophthalmic medications under physician direction
- Knowledgeable about care and maintenance of ophthalmic instruments and equipment

EDUCATION:

Benjamin Franklin Institute of Technology, Boston, MA
Candidate for Ophthalmic Assisting Certificate—May 2016

3.5 GPA | Dean's List – 2 out of 3 terms

Significant Coursework Includes:

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|--|--|-------------------------------|
| • Ophthalmic Patient Services & Education I & II | • Medical Terminology and Knowledge I & II | • Instrumentation I & II |
| • Ocular Pharmacology | • Ocular Imaging | • Refractometry |
| • In-Office Surgical Procedures | • Ophthalmic Skills | • Visual Fields & Assessments |

EXPERIENCE:

Massachusetts Eye and Ear Infirmary—Boston, MA

Intern—Oct 2014 – Present

- Maintain patient medical records by collecting medical history of patients and entering data as well as assisting with medical scribing, dictation, and translation
- Perform patient pre-testing for ophthalmic examinations
- Provide guidance regarding post-visit patient care by reviewing prescriptions and medical plan instructions as well as advising about follow-up visits

Ophthalmic Consultants of Boston—Concord, MA

Intern—Jan 2014 – Apr 2014

- Attained professional observation and hands-on clinical care experience
- Performed lens lab work—neutralized, benched, and aligned spectacles
- Collected, collated, and maintained patient medical information

INVOLVEMENT:

OAA and OAM Member—Sep 2014 – present

- Attended OptiCon™ 2014 and OAA National Leadership Conference 2015

Ben's Vision for Kid's Vision and **One Sight** Volunteer—Sep 2014 – May 2015

- Manufactured and dispensed spectacles to middle and elementary school children
- Refurbished, repaired and categorized spectacles for Lion's Club of America

References Available Upon Request