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Gloria Benjamin

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Professional Summary

Dedicated Optometrist Assistant with exceptional customer service skills and hands-on experience supporting the activities of the doctor and listening to and recording the medical history of patients. Strong administrative skills along with an understanding of the importance of vision care services. Certified by the American Optometric Association.

Core Qualifications

- Inventory maintenance and sterilization of equipment
- Attention to detail
- Strong administrative and organizational skills
- Understanding of how to conduct diagnostic tests
- Strong listening skills to ensure complete patient history
- Superior Customer Service

Experience

Optometrist Assistant Dr. Gilbert Doctor of Optometry

3/1/2012 - 7/1/2014
Cleveland, OH

- Assisted in testing for depth perception near and far acuity color perception macula integrity and visual field.
- Instructed patients regarding correct procedures for care after eye surgery strengthening the eye and wearing lenses properly.
- Performed scheduling duties and customer reminder calls.
- Assisted patients in choosing frames and purchasing glasses.

Optometrist Assistant Lenscrafters

10/1/2006 - 2/1/2012
Strongsville, OH

- Prepared patients for vision exam.
- Assisted patients in frame selection.
- Answered phones and scheduled patient appointments.
- Was responsible for cleaning instruments.

Optometrist Assistant Walmart Vision Center

1/1/2001 - 9/1/2006
Parma Hts., OH

- Recorded patient case history.
- Scheduled appointments maintained records and files.
- Performed bookkeeping tasks.
- Instructed patients in care and use of glasses or contact lenses.
- Adjusted and repaired glasses as requested by patients.
- Maintained materials inventory.

Education

Certified Paraoptometric Technician (CPOT) - Cleveland State University
American Optometric Association

2014
Cleveland, OH

Currently working toward Bachelor of Science Biology. Expected completion date June 2016.

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