Jordan Ellis

OPHTHALMIC ASSISTANT

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SUMMARY

Ophthalmic assistant with 19 months in a 6-doctor comprehensive eye practice, working up 25-30 patients a day. Checks visual acuity, performs lensometry and tonometry, and runs OCT, corneal topography and IOL Master scans for cataract and glaucoma visits. Brings 2 years of optical customer service and a clear, patient manner with older adults.

SKILLS

Visual Acuity • Lensometry • Tonometry • OCT • Pachymetry • Keratometry • Corneal Topography • IOL Master
Medical Terminology • Customer Service

EXPERIENCE

Ophthalmic Assistant 03/2025 - Present

Cumberland Eye Associates Nashville, TN

Clinical assistant in a 6-doctor practice covering cataract, glaucoma and general eye care, with about 180 visits a day across 2 offices.

- Complete workups for **25-30** patients a day, recording history, medications, visual acuity and pupil checks.
- Measure eye pressure by tonometry and corneal thickness by pachymetry for about 60 glaucoma patients a week, logging trends.
- Run OCT and corneal topography scans for 15 patients a day, flagging motion artifacts for rescans before checkout.
- Capture IOL Master and keratometry readings for 20 cataract surgery candidates a week for surgeon lens planning.

Optical Sales Associate 06/2023 - 02/2025

Belle Meade Optical Nashville, TN

Optical shop inside a 3-doctor optometry office selling about 25 pairs of glasses a day to walk-in and exam patients.

- Performed lensometry on 30+ finished pairs a week to confirm each prescription before pickup.
- Fitted frames and measured pupillary distance for about 12 customers a day.
- Processed vision insurance claims and lab orders, keeping order errors under 2%.
- Resolved adjustment and repair requests for walk-in customers, about 20 a week.

EDUCATION

High School Diploma 05/2023

Hillsboro High School Nashville, TN

CERTIFICATES

Basic Life Support (BLS) 02/2025

American Heart Association

Ophthalmic Medical Assistant Course 09/2025

Association of Technical Personnel in Ophthalmology (ATPO)