

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

I am a Medical Assistant Intern with one year of professional experience. I have exceptional organizational skills to track all aspects of the role, including scheduled appointments and patient records. I have administrative experience, which can increase file and data management efficiency.

Experience

Medical Assistant Intern - Hope Clinic/ Location

MONTH YEAR - Present

- Managed clerical and administrative tasks, such as receiving and making incoming and outgoing calls. My data entry and filing system reduced the patient wait time by over 20%.
- Monitored and oversaw medical supply inventory and purchase requests. My keen observations and records saved over a monthly \$1,000.
- Maintained patient records and medical histories. I optimized the filing system for easier file retrieval.
- Measured patients' vital signs, such as blood pressure, heart rate, and oxygen saturation. The examinations were primarily non-invasive and in line with the physician's instructions.
- Coordinated with medical billers and coders by filing insurance forms and communicating with providers. I also assisted patients with most insurance-related inquiries and requests.

Medical Assistant Intern- Fourth Street Clinic/ Location

MONTH YEAR – MONTH YEAR

- Acquired patient information through a brief interview regarding their medical issues and records.
- Scheduled future appointments for patients and later followed up with reminders. My customer service was rated over 95%, according to patient surveys.
- Tracked the medical supply inventory. I made sure the equipment didn't exceed its expiration date.
- Communicated with patients regarding their medical ailments and complications under supervision.
- Recorded patient vital signs when requested by the medical professional. I monitored heart rate, blood pressure, and overall emotional well-being.

Project Experience

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Education

Associate Degree in Medical Assisting - Salt Lake Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Verbal and Non-Verbal Communication
- Vital Signs
- Emotional Intelligence
- Administrative Knowledge
- Customer Service

Licenses & Accreditations

Licenses Licenses & Accreditations

- “Basic Cardiopulmonary Life Support” (BCLS)
- First Aid Support