

NAME

TITLE

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

Profile

I am a Pediatric Medical Assistant with 11 years of experience. My interpersonal skills extend to childcare and emotional well-being. Plus, I am a problem-solver and prioritize physician orders and specifications. My organizational skills allowed me to reduce error-rate when compiling patient records and scheduling appointments..

Experience

Pediatric Medical Assistant - Children’s Clinic / Location

MONTH YEAR - Present

- Administered vaccinations and immunizations while overseen by an attending physician. I provided emotional support to distressed children during the process.
- Used electronic medical records to track patient history and treatment. I optimized the clinic’s scheduling system to provide easier access for fellow employees when retrieving appointment details.
- Prepared examination rooms for medical professionals by sterilizing necessary equipment. I disposed of contaminated objects.
- Kept a record of clinic supplies and equipment orders using the organized inventory system. I reduced supply costs by nearly \$5,000 per year.
- Conducted vital signs check-ups on younger patients, such as weight and height measurements and blood pressure

Pediatric Medical Assistant - Mayo Clinic Children’s Center/ Location

MONTH YEAR – MONTH YEAR

- Greeted patients and guided them to their designated appointment areas. I provided nervous young patients with emotional care.
- Injected vaccinations and treatments, such as bilirubin, for newborns affected by jaundice.
- Communicated with Spanish-speaking patients and provided translation service when discussing with the assigned physician.
- Educated parents regarding the pre and postoperative care recommendations as directed by the medical professional. I reassured parents to alleviate concerns and stress points.
- Obtained patient records and files containing medical history when requested by the physician. I navigated through the electronic medical record software to retrieve the documents.

Project Experience

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Education

Associate Degree in Medical Assistance - Herzing University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Communication
- Problem-Solving
- Vital Signs
- Medical Terminology Proficiency
- Venipuncture

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR Certified
- Certified Medical Assistant
- Pediatric Advanced Life Support (PALS)