

NAME

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

Profile

I am currently a Senior Medical Assistant with over ten years of experience. I am passionate about providing quality care to patients through detailed diagnoses and interviews. I hold exceptional team-building and training skills that produce a well-knit department.

Experience

Senior Medical Assistant - St. Carl's Hospital/ Location

MONTH YEAR - Present

- Trained ten Medical Assistants in standard operating procedures. I oversaw them during vital sign retrieval.
- Directly reported to the attending physician regarding irregularities or patient concerns. I supported them during technical and diagnostic treatment processes.
- Regularly administered prescribed medication to patients in a 50-bed facility. I refilled authorized drugs and contacted pharmacies with electronic prescriptions.
- Prepared the examination room with medical equipment and maintained a sterilized space. I disposed of any contaminated objects.
- Contacted healthcare providers regarding insurance coverage and medical billing assistance. I maintained strict patient confidentiality throughout this process.
- Used medical software systems to keep track of patient medical records and history. The cloud-based system allowed me to store scheduled appointments, test results, treatments, and professional medical recommendations.

Medical Assistant - Health Clinics/ Location

MONTH YEAR – MONTH YEAR

- Administered phlebotomies and recorded patient vital signs such as heart rate and blood pressure.
- Communicated with the lab department by sending blood specimens and receiving results promptly.
- Assisted the physician in surgery preparations by laying out the surgical instruments and maintaining a sterile work environment. I disposed of any expired equipment.
- Interviewed patients to acquire medical information and records. I directly communicated with the attending physician and assisted in diagnostic procedures.
- Supported patients pre and post-operation by providing them with detailed recommendations from the doctor. I also offered emotional support and accompanied distressed clients to the examination room.

Project Experience

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Education

Associate Degree in Medical Assistant - Monroe College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Health Sciences - Arizona State University

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Emotional Support
- Communication
- Leadership
- Vital Signs
- Medical Software Competency

Licenses & Accreditations

Licenses Licenses & Accreditations

- "Basic Cardiopulmonary Life Support" (BCLS)
- CPR Certification
- Certified Clinical Medical Assistant (CCMA)