

STUDENT NAME

123 Anderston Drive
Cranberry Township, PA 16066
412-555-1212
e-mail@e-mail.com

Medical Assistant~ Health Care Professional

QUALIFICATIONS

Clinical Skills

- Accurate monitoring of blood pressure, temperature, and heart rate
- Patient assessment and education capabilities gained through education and clinical experience
- Phlebotomy capabilities in conjunction with blood testing
- Proper urine collection techniques along with urinalysis
- Patient positioning and draping techniques
- Examination room sterilization and preparation skills
- High level of pharmaceutical knowledge based upon training.

Administrative Capabilities and Experience

- Medical billing and coding utilizing ICD-10, CPT and HCPCS
- Effective telephone techniques and patient inquiring capabilities
- Office scheduling using medical office management software
- Supply and inventory control and maintenance
- Accurate data-entry and word processing skills and abilities
- Thoroughly trained on all aspects of H.I.P.A.A.
- Background and application of O.S.H.A. safety and sanitation procedures
- CPR and AED certified

EDUCATION

Associate of Applied Science Degree/ Medical Assistant

Butler County Community College, Butler, PA; Graduation: June 2018

68-credit course which included medical billing, coding, pharmacology, medical terminology, and clinical and laboratory procedures.

CLINICAL EXPERIENCE

Medical Assisting Intern

Dr. Williams, Internal Medicine, Wilmington, PA March-May 2018

Completed externship experience which applied learned skills to real work medical environment.

Greeted and escorted patients to exam rooms; scheduled patients for appointments, placed reminder calls to patients regarding appointments, answered patient and family inquiries, performed urinalysis and blood testing, and inventoried exam room supplies.

ADDITIONAL WORK EXPERIENCE

Assistant Manager

GetGo, Harrisville, PA (2016-present)

Screened, interviewed, hired and trained staff. Greeted customers and helped them with purchases. Followed OSHA and Health Department guidelines in operation of store and preparing of food. Scheduled employees for work.