

ROBERT SMITH

Registered / Certified Medical Assistant

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Efficient and reliable Certified Medical Assistant with seven years experience in a family medical clinic. Assisted providers with minor outpatient procedures, maintained patient medical records, and provided friendly and compassionate patient care. Interested in a full-time role as a Medical Assistant in a top-notch healthcare facility.

MAY 2013 - MARCH 2019

REGISTERED / CERTIFIED MEDICAL ASSISTANT - ABC CORPORATION

- Maintained accurate records of patient care, condition, progress and concerns.
- Responded appropriately to the physical and emotional needs of patients and provided a welcoming environment in the clinic setting.
- Obtained information about patients medical history, drug history, complaints, and allergies.
- Maintained a clean, healthy and safe environment for patients and coworkers.
- Assisted providers with minor medical procedures and counseling patients about post-procedure care.
- Educated patients and families about infant and child care at regular well-child exams.
- Inputted data into computer programs and filing systems, and routed record requests to the proper destination.

DECEMBER 2012 - AUGUST 2013

REGISTERED / CERTIFIED MEDICAL ASSISTANT - ABC CORPORATION

- Measured, assessed and monitored vital signs, such as pulse rate, temperature, blood pressure, weight, and height.
- Administered prescribed oral medications and gave intramuscular and subcutaneous injections.
- Prepared equipment and assisted the physicians with medical treatments, exams, and medical procedures.
- Helped physicians examine and treat patients, performing such tasks as giving injections or removing sutures.
- Authorized drug refills and provided prescription information to pharmacies.
- Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

Certificate in Medical Assistant - 2011 (Pima Medical Institute - Seattle, WA)High School Diploma - (Meadowdale High School - Lynnwood, WA)Diploma in General Studies - (The Lehmann Center - Minneapolis, MN)

SKILLS

Electronic Medical Records, Phlebotomy, Injections, Phone Etiquette, Customer Service, Teamwork, EKG, Medical Terminology