Robert Smith

Clinical Technician/Technician

CONTACT DETAILS

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PERSONAL STATEMENT

A courteous, pleasant and effective individual seeking a rewarding position as a Medical Assistant. Offering relevant education and strong knowledge of patient care, clerical, environmental and organizational tasks to maximize the efficiency of facility.

WORK EXPERIENCE

Clinical Technician/Technician

ABC Corporation - September 2013 – January 2014

Responsibilities:

- Assists in the delivery of direct patient care. Communicates and collaborates with care team members implement the plan of care to meet individualized and developmental patient care outcomes.
- Utilizes the information to continuously improve patient care and practice to enhance outcomes.
- Maintain and perform all housekeeping duties and ensure an optimal standard for same and adhere to all control procedures and security policies.
- Cashier, Toys r us Performed an invaluable service for the retail toy store chain.
- Assisted customers with final purchases, questions, and concerns.
- Operated registers and credit card machines.
- Maintained knowledge of current store promotions and returns policy.

Clinical Technician

ABC Corporation - 2011 – 2013

Responsibilities:

- Direct care for cardio/pulmanry patient.
- Personal care for patients.
- Which included bathing, bed changing, and personal one on one interaction.
- Data entry, translation of doctors orders and entering them for processing, blood draws, glaucometer readings, EKGs, and transporting to designated areas for testing.
- I believe I gave my patients the best care they could receive.
- My good work ethics were proven by the fact the nursing staff requesting me as their assistant over others.
- Skills Used Customer service, extreme organizational skills, computer knowledge, knowledge of office equipment and their functions, prioritizing job duties, able to multi task and able to stay calm in emergency situations which at times were life threatening..

Education

Diploma in Medical Assistant - 2013(Everest College)

SKILLS

Microsoft Office,
NextGen EHR/EPM,
SourceMed Vision.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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