

# ALEXANDER SCOTT

CMA

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## PROFESSIONAL SUMMARY

Strategic CMA with a focus on performance improvement and financial planning. Developed key performance indicators that increased departmental efficiency and supported executive decision-making.

## WORK EXPERIENCE

### CMA

Seaside Innovations

📅 May / 2018-Ongoing

📍 Santa Monica, CA

1. Interview patients to obtain medical information.
2. Authorize drug refills and provide prescription information to pharmacies.
3. Perform general office duties, as answering telephones or completing patient assistant forms.
4. Managed month-end close processes, reducing closing time from 10 days to 5 days, enhancing financial visibility.
5. Streamlined financial reporting processes, decreasing report preparation time by 30% and improving accuracy.
6. Developed key performance indicators (KPIs) that improved operational decision-making and strategic planning.
7. Analyzed financial data to support strategic initiatives, contributing to a 20% increase in overall profitability.

### CMA

Silver Lake Enterprises

📅 May / 2015-May / 2018

📍 Seattle, WA

1. CNA with qualifications in basic nursing home care of the Veterans of the United States of America Assisted patients with completing ADLs, showering, .
2. Screening patients making sure they don't have any type of infections or contagious sicknesses.
3. Take vitals -temp, BP,pulse, weight, glucose, give meds document etc.
4. Referrals, phone triage, rooming patients, taking vitals, giving injections, laboratory testing, data entry, stocking and cleaning rooms, ordering .
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## EDUCATION

### Bachelor of Science in Accounting

University of California

📅 May / 2012-May / 2015

📍 Phoenix, AZ

Comprehensive study of accounting principles, financial management, and regulatory compliance.

## SKILLS

Active Listening Learning  
Strategies

Financial Analysis

Budgeting

Cost Management

## ACHIEVEMENTS

- ★ Implemented cost-saving measures that reduced departmental expenses by 15%.
- ★ Led a project to enhance financial reporting accuracy, resulting in a 25% reduction in reporting errors.