



# ISABELLA CLARK

Medical Support Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

Experienced Medical Support Assistant with 5 years in patient care and administrative support. Skilled at managing appointments and medical records in fast-paced environments, ensuring compliance and accuracy. Dedicated to fostering positive patient experiences through effective communication and organizational abilities, aiming to enhance healthcare delivery.

## WORK EXPERIENCE

### Medical Support Assistant

📅 Apr / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Conducted a range of administrative tasks, ensuring patient privacy and compliance with healthcare regulations.
2. Managed appointment scheduling and medical documentation, optimizing workflow in a high-volume clinic.
3. Coordinated the release and dissemination of patient medical records, maintaining accuracy and confidentiality.
4. Provided compassionate patient care, assisting with daily living activities and ensuring comfort.
5. Administered treatments and assisted in minor procedures, supporting physicians in delivering quality care.
6. Collected lab specimens and performed preliminary tests as directed by healthcare providers.
7. Maintained effective communication with patients, addressing inquiries and concerns promptly.

### Certified Nursing Assistant

📅 Apr / 2020-Apr / 2021

Cactus Creek Solutions

📍 Phoenix, AZ

1. Supported patients in daily activities, enhancing their comfort and independence.
2. Safely transported patients to various treatment areas, ensuring their well-being during transfers.
3. Prepared patients for surgical procedures and provided post-operative care, facilitating recovery.
4. Assisted healthcare providers with specialized procedures, ensuring patient safety and comfort.
5. Monitored patients during chemotherapy, adhering to safety protocols and reporting changes.
6. Facilitated specimen collection for laboratory testing, ensuring timely and accurate results.

## EDUCATION

### Associate of Applied Science in Medical Assisting

📅 Apr / 2019 - Apr / 2020

Central Community College

📍 Seattle, WA

Focused on patient care, medical office procedures, and healthcare ethics.

## SKILLS

Medical Terminology

Billing Procedures

Adaptability

Hipaa Compliance

Record Keeping

Patient Advocacy

## INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

## STRENGTHS

📋 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

## LANGUAGES



English



Swahili



Spanish

## ACHIEVEMENTS

🌟 Streamlined patient scheduling processes, reducing wait times by 20%.

🌟 Improved patient documentation accuracy, achieving a compliance rate of 98%.