

# SOPHIA BROWN

Jr. National Certified Medical Assistant

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## PROFESSIONAL SUMMARY

Motivated National Certified Medical Assistant with 7 years of experience in delivering comprehensive patient care and administrative support. Skilled in electronic health records management, patient communication, and clinical procedures. Dedicated to enhancing patient experiences and streamlining workflows to improve overall healthcare delivery.

## WORK EXPERIENCE

### Jr. National Certified Medical Assistant

📅 May / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Cross-trained in administrative and clinical duties to support healthcare efficiency.
2. Greeted patients, prepared them for examinations, and managed appointment scheduling.
3. Recorded patient medical histories and vital signs in electronic health records.
4. Maintained cleanliness and organization of treatment rooms for optimal patient care.
5. Assisted physicians in patient examinations, ensuring the availability of necessary instruments.
6. Performed diagnostic tests such as CBC and flu tests, aiding in accurate patient assessments.
7. Collaborated with nursing staff to ensure timely patient flow and effective communication.

### National Certified Medical Assistant

📅 May / 2018-May / 2020

Summit Peak Industries

📍 Denver, CO

1. Administered medications as prescribed by physicians, ensuring patient safety.
2. Prepared patients for examinations, explaining procedures and addressing concerns.
3. Supported physicians during examinations by providing instruments and materials.
4. Conducted various tests, including glucose and lead level checks, to assist in diagnosis.
5. Managed patient data entry into EMR systems, ensuring compliance with healthcare standards.
6. Performed EKGs and lab tests, contributing to timely diagnosis and treatment for over 200 patients monthly.
7. Managed appointment scheduling, reducing patient wait times by 30% through effective calendar management.

## EDUCATION

### Associate of Applied Science in Medical Assisting

📅 May / 2016-May / 2018

ABC Community College

📍 Denver, CO

Gained foundational knowledge in medical assisting, including clinical procedures and patient care.

## SKILLS

CPR and First Aid Certification

Patient Care

Vital Signs Monitoring

Medical Terminology

## ACHIEVEMENTS

- 🌟 Improved patient scheduling efficiency by 25% through streamlined processes.
- 🌟 Enhanced patient satisfaction scores by 15% through effective communication.