

# ROBERT SMITH

## Registered Medical Assistant/Certified Phlebotomist

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Dedicated Registered Medical Assistant with 12+ years of experience, skilled in technical, clerical, and patient support. Strong ability to communicate clearly and effectively to patients and staff. Patient-focused with over 4 years experience working a busy medical clinic working with diverse populations.

### **AUGUST 2012 - PRESENT**

#### **REGISTERED MEDICAL ASSISTANT/CERTIFIED PHLEBOTOMIST - ABC CORPORATION**

- Helping physicians examine and treat patients by assisting with instruments, injections, and suture removal.
- Achieving departmental goals and objectives by instituting new processes and standards for clinical patient care.
- Frequently commended for maintaining the safety, respect, and dignity of patients.
- Cleaning and sterilizing instruments and disposed of contaminated supplies.
- Preparing specimens for analysis and established proper chronological priorities in testing.
- Recording patients medical history, vital statistics and test results in EMR.
- Escorting patients to examination rooms and prepared them for physician exams.

### **NOVEMBER 2007 - AUGUST 2012**

#### **CHILD CARE ASSISTANT - ABC CORPORATION**

- Identify signs of emotional or developmental problems in children and bringing them to parents or guardians attention are only one of the many tasks implemented throughout the day.
- As a child care assistant, voluntarily updating knowledge of current cpr procedures and advances in child care is also a vital part of my occupation.
- Over four years of child care assisting allowed for advanced knowledge of; inventory control, accurate measurements of rising or falling needs for supplies and keeping track of emergency and medical information.
- Facilitated the centers enrollment of new children, though the mentions of my service from satisfied former and current child care children parents is one of the great rewards of this job.
- Kept records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instructed children in health and personal habits, such as eating, resting, and toilet habits.
- Supported childrens emotional and social development, encouraging

understanding of others and positive self-concepts.

## **EDUCATION**

Associates Of Science in Medical Assistant - (Brown Mackie College - Michigan City, IN) Diploma in Medical Billing And Coding Program - (Formerly Duff's Business Institute - Pittsburgh, PA) Vocational in Medical Billing And Coding - (Northwest Florida Community College - Northwest, Florida, US)

## **SKILLS**

Patient Interviewing, Aseptic Techniques, Phlebotomy, CPR and First Aid, Registered MA Since 2010, Computing Patients Records Of Their Exams, and Test Results Using EMR.