**PROFESSIONAL SUMMARY**

Enthusiastic Medical Assistant graduate seeking gainful employment with a reputable healthcare facility. In-depth knowledge of medical terminology, procedures and policies along with a demonstrated ability to perform administrative tasks efficiently.

**EDUCATION/CERTIFICATIONS**

Centura College Graduation June 2019

Associates of Occupational Science Degree in Medical Assisting

Concentration in Clinical Support

RMA Certification

EKG Certification

CPT Certification

CPR Certification

**CORE COMPETENCIES**

● Vitals Signs ● Phlebotomy ● HIPAA

● Patient Education ● Triage ● PMS in EHR

● Drawing Blood ● Medical Terminology ● EHR

● Patient Care & Education ● Sterilization ● Blood Borne

Pathogens

**SUMMARY OF EXPERIENCE**

**Associates In Pediatric Care** 2019

Medical Assistant (Externship, 180 hours)

● Exam room preparations (Keeping rooms clean and neat).

● Obtain patient medical information by getting vital signs, weight, and height and recording

them in electronic health records.

● Refill drugs and giving prescription information to pharmacies.

● Explaining information for treatments procedures, medications, diets, or physician instructions to

patient.

● Clean and sterilize instruments, dispose contaminated supplies.

● Performed hearing and vision screenings

**Kroc Center**  2019

Medical Assistant (Community Volunteer)

● Took and recorded vital signs; blood pressure, temperature, height and weight, and pulse.

● Provided patient care end patient education.

● Performed glucose testing for patients.

● Directed patients to examination rooms.