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| Mary Jackson | 5656 Oak Street  Detroit, MI 85533  Home: 123-456-7899  Cell: 123-456-7890  Email: info@hloom.com |
| Objective | |
| To obtain a position as a medical assistant in a medical facility where I can continue to develop and enhance my hands-on skills and knowledge in the medical field. | |
| Qualifications | |
| * Certified Medical Assistant with medical practice experience. * Proficient in performing administrative tasks. * Extremely knowledgeable with clinical procedures. * Clinical experience includes geriatric and pediatrics, as well as emergency triage capabilities. * Excellent oral and written communication, able to effectively present information in one-on-one and small group situations to clients and other employees of the organization. * CPR certified (valid until 2012). | |
| Education | |
| Detroit College of Medical Assisting  Detroit, MI   * Associate Degree in Medical Assisting (2004) * NHA Certification: EKG Technician, Patient Care Technician | |
| Word Experience | |
| Medical Assistant Dec. 2004 – Present  Detroit Family Health Center, Detroit, MI   * Responsibilities include obtaining vital signs on patients, performing venipuncture, preparing rooms and patients for examinations by physician, assisting physician during GYN procedures, performing pregnancy tests, preparing specimens to be sent for laboratory testing, and scheduling patients for office appointments and out-patient procedures. * Perform other duties as needed including verifying patient insurance eligibility and authorizations, filling out requisition forms, maintaining patient charts and office equipment, ordering office supplies, and doing office billing.   Licensed Practical Nurse Jan. 1998 – Nov. 2004  Detroit Family Health Center, Detroit. MI   * Assisted all hospital nursing staff with managing the flow of patients. * Assisted with clerical duties as needed. * Distributed pediatric and adult medications. * Performed triage and emergency assistance as needed. * Obtained and displayed current CPR and IV certifications at all times. * Worked within a high patient volume area. * Demonstrated courteous and professional behavior as well as ability to use nursing process and decision making skills. * Assisted in organizing transfers, discharges, and admissions of patients. * Performed other duties such as transcribing physician orders, and making necessary appointments for patients as necessary. | |