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| Jane Margaret Clark | 900 King St. Apt A  Philadelphia, PA 19069  (123) 456-7899  info@hloom.com |
| OBJECTIVE | |
| To further my experience as a Medical Assistant and work in an environment where I can help patients in need as well as be a team player. | |
| PREVIOUS WORK EXPERIENCE | CLINICAL SKILLS ADMINISTRATIVE SKILLS |
| Medical Assistant  *Central Family Clinic Philadelphia, PA October 2011-November 2012*   * Greeted all patients in a friendly and positive manner * Assisted at least two doctors per day throughout the medical office * Performed Phlebotomy for lab testing, as well as obtaining EKGs, and vital signs on patients * Used E-Clinical Software to update and enter patients’ information into their medical record * Assisted in answering phone calls and scheduling appointments * Cleaned and stocked supplies in all rooms * Maintained all incoming and outgoing log books * Checked and charged all insurance and billing transactions   **Medical Assistant**  *Brooklyn Family Health Center Brooklyn, NY August 2009-July 2011*   * Assisted patients to examining rooms and obtained medical histories * Maintained a positive and professional attitude at all times * Performed lab work, EKGs, and took vital signs such as blood pressure, temperature, height and weight * Completed patients’ medical records and entered into their file * Performed front office duties such as answering phones and scheduling appointments * Stocked and maintained supplies and cleanliness of rooms * Assisted doctors with any procedures as needed * Explained any medications or diet restrictions to patients | * Injections * Drawing Blood * Taking Vitals * Using EMR Software * Filing Records * Data Entry * Record Keeping * Payroll and Accounting * Research on the Internet * Training New Employees * Dispatching * Type 60 WPM |
| CERTIFICATIONS OF AWARD/ACHIEVEMENT |
| * Phlebotomy Certificate * EKG-ECG Certificate * Injection Certificate * HIPAA Compliance Award |
| EDUCATION | |
| New York Community College Brooklyn, New York (Medical Assistant Program)  Certificate Obtained, GPA: 3.5 June 2009  New York High School New York, New York  High School Diploma June 2007 | |
| REFERENCES AVAILABE UPON REQUEST | |
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