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| Natalie Freeze |
| 544 Santa Maria Dr.  San Diego, CA 17008  (123)-456-7899  info@hloom.com |
| Objective |
| To obtain a Pediatric Medical Assistant position which will challenge me as well as help the organization continue to be successful. |
| Summary of Skills |
| * Profound knowledge and experience working in health service providing facility * Outstanding ability to enter data accurately and efficiently * Excellent listener with good verbal and written communication skills * Professional demeanor and exceptional relationship building skills * Excellent organizational skills * Proficient with MS office products, including MS Access and Excel |
| Work Experience |
| Pediatric Medical Assistant  Cost Healthcare Center August 2006 to present   * Refer patients to appropriate resources for assistance if necessary * Obtain patients’ histories, vital signs, and document in patients’ charts * Prepare exam and rooms with necessary instruments and supplies * Administer immunizations and other injections as directed by physician * Distribute patient prescriptions and document accordingly in patients’ charts   Pediatric Medical Assistant  Pacific Physicians, Inc. San Diego, CA April 2000 to July 2006   * Provided patient education and instruction as well as scheduled tests and any necessary treatments * Handled patient and employee information with appropriate sensitivity * Completed individual assigned work as well as the work of the team * Incorporate principles of safety and infection control into daily activitiesC:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0240719.wmf * Presented a professional appearance and approach with patents and staff |
| Education |
| Associate Degree in Medical Assistant  San Diego College San Diego, CA |