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| Sabrina Watson |
| 542 Jackson Street, Des Moines, IA 22222 ↔ (123) 456-7899 ↔ info@hloom.com |
| Job Objective |
| To obtain a full-time position as a medical assistant to fulfill my desire to help people and as a first step in the pursuit of a long-term career in healthcare |
| Highlights of Qualifications |
| * Good communication skills * Team player and possess a passion for helping others * Follow directions well and able to work with minimal supervision * Ability to learn new skills and concepts easily * Positive and professional demeanor |
| Key Skills |
| Patient Care Skills   * Provide care of patients with various medial concerns * Prepare and stock exam rooms * Assist doctor during examinations * Control risk of infection by keeping environment clean and sterile * Competent to obtain labs as needed * Instruct patients on medication usage and diet * Document in patients’ charts * Proficient in basic patient care   Vital Signs and Emergency Procedures  Able to obtain vital signs and knowledgeable in normal ranges  Competent in taking and recording temperature, pulse, and respiration using various methods  Able to indentify signs and symptoms of distress and provide immediate and temporary intervention  Communication Skills  Good interpersonal skills both verbal and nonverbal  Able to interpret body language  Good written and telephone skills |
| Employment |
| Joe’s Restaurant and Steakhouse  Food Server – Littletown, IA Nov. 2011 – March 2012  Longhorn Steak house  Hostess – Des Moines, IA Dec. 2010 – Oct. 2011  Wal-Mart  Cashier – Des Moines, IA Nov. 2009 to Sept. 2010 |
| Education and Training |
| Medical Assistant Certificate  Medical Career and Training Center, Centerville, IA 2010  High School Diploma  Des Moines High School, Des Moines, IA 2009 |