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| Marcy Stevens – CMA | |
| 54321 West End Avenue Chicago, IL 90001  123.456.7899 ᴥ info@hloom.com | |
| Objective | |
| To obtain a position as a medical assistant where I can utilize my education and experience to provide high quality patient care | |
| Work Experience | Clinical and Administrative Skills |
| Chicago Hospital  Chicago, IL  Certified Medical Assistant (July 2006 – October 2011)   * Performed insurance coding and filing * Recorded vital signs * Obtained patients’ blood samples * Supervised training and performance of new employees   Smith Family Practice  Chestnut Park, IL  Medical Assistant (April 2003 – June 2006)   * Answered phones * Scheduled appointments * Filed insurance and patient records * Took patients’ vital signs and history | * CPR Certified * HIPAA Certificate * Medical Terminology * Anatomy and Physiology * Instrument Sterilization * Phlebotomy * Vital signs * EKGS * Patient care * Injections * Urinalysis * Medisoft * Filing Charts * Autoclaving * Wrapping Instruments * Surgical Tray Set-Up * Excel and PowerPoint proficient |
| Education | |
| Medical Assistant program  *Blackberry College February 2003*  *Chicago High School May 2002* | |
| Certification | |
| * Medical Assistant Certification – American Association of Medical Assistants April 2006 * CPR certified Expired June 25, 2013 * Registered Phlebotomy Technician November 2009 | |