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| Olivia M. Scott | |
| 500 Queen St ⁞ Portland, OR 55466  (123) 456-7899 ⁞ info@hloom.com | |
| Objective | |
| Seeking a position as a Medical Assistant within a medical facility utilizing my administrative background, communication skills, and clinical experience to complement the functions of the facility | |
| Key Qualifications | Related Skills |
| * Over 6 months’ practical experience working as a Medical Assistant * Highly qualified in providing care to patients * Skilled in performing medical billing and coding procedures * Proficient in MS Word, Excel, Outlook, and PowerPoint | Administrative   * Filling insurance forms * Scheduling of appointments * Patient follow-up * Room preparation and supplies management * Phone triage   Clinical   * Recording vital signs * Medical terminology knowledge * Procedures and exams assistance * Giving injections * Lab testing / Phlebotomy * Patient education |
| Employment History |
| Family Health Clinic, Portland, OR Jan 06 – Jun 06  Medical Assistant Intern   * Prepared patients for examinations * Took and recorded vital signs including height and weight * Administered medication and shots * Assisted physicians with clinical and medical procedures * Educated patients and families * Obtained laboratory samples |
| Education | |
| Portland Community College Portland, OR  Associate in Medical Assisting 2006 | |
| Additional Capabilities | |
| * Excellent interpersonal and organizational skills * Good time management skills * Detail-orientedC:\Users\Syed Nayab\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IEV7OLUO\MC900291892[1].wmf * Computer savvy | |