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| Jasmine Brown, CMA |
| 828 Highland Ave. NW, Bakersfield, CA 54321(123) 456-7899, info@hloom.com |
| Education |
| A.A., Health CareHeald College, Rancho Cordova, CA March 2006A.A.S., Medical AssistingHeald College, Rancho Cordova, CA September 2006 |
| Skills |
| Basic Life SupportVital SignsDressing Changes and Wound CareMedical TerminologyVenipunctures and Injections | PharmacologyAnatomy and PhysiologyEKGMedical TranscriptionHIPAA Policies and Procedures | Type 40 WPM+PsychologyMedication AdministrationMedical Billing and Coding |
| Work Experience |
| CoastalUrgent Care Facility, South Beach, CA 07/07 - 09/07Medical Assisting Extern* Set-up exam rooms, stocked rooms, obtained medical histories and recorded vital signs, called in prescriptions to pharmacies, took care of patient call-backs, assisted the physician with minor office surgeries and dressing changes
* Collected and prepared laboratory specimens and performed basic laboratory tests, drug testing, and sterilized medical instruments
* Administered medications and immunizations as per doctors orders

Mercy Hospital, Bakersfield, CA 09/88 - 09/90Emergency Room Technician Extern* Obtained vital signs, assisted doctors and nurses with a variety of emergency room procedures
* Gainedexperience working with teenagers and as well as geriatric patients

Heald College, Rancho Cordova, CA 08/07 - 04/09Medical Assistant to the Medical Programs Director* Provided administrative support to career services
* Worked as a Certified Medical Assistant and Personal Assistant to Dr. James Callahan
* Arranged externship programs to accommodate the student population to facilitate completing their160-hours in health care facilities, hospitals, or clinics

Bloomingdale’s, Santa Maria, CA 02/06 - 03/07Cosmetic Counter Manager * Provided quality skin care consultations and makeup applications to customers
* Demonstrated excellent communication and organizational skills
* Communicated business opportunities to Department Sales Manager including deficiencies in stock, receipt of promotional items, and upcoming special skin care events
* Generated orders and was responsible for shipping of items

National Title, Southland, CA 02/03 - 05/04Escrow Assistant* In charge of title orders and commitments, responsible for requesting payoff demand statements and surveys
* Obtained necessary instruments to clear title for closing, and made sure property was without existing federal tax lien or judgments
* Communicated with lenders, clients, agents, buyers, and sellers to facilitate the closing process
* Prepared funding packages as well as reviewing HUD-1 settlement statements and disbursements worksheets
* Coordinated closings on properties

Cal’s Construction, Sacramento, CA 06/02-01/03Administrative Assistant/Personal Assistant to Regional Manager* Developed Excel spreadsheets to support several Project Managers, organized and maintained job bids, managed open orders and issued change orders
* Arranged and coordinated travel arrangements
* Organized conferences and meetings, and coordinated office parties
* Prepared expense reports, answered phones, managed the on-call list of employees, composed, copied and distributed routine correspondence, processed accounts receivable and payable, performed data entry and receptionist duties
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| Certificates and Licenses |
| * Nationally Certified Medical Assistant, CMA/AAMA October 2007
* Basic Life Support Certification June 2007
* Cosmetology License, State of California
* Health Ancillary Training Services, Certificate of Proficiency, Santa Barbara Office of Education
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