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| Jasmine Brown, CMA | | |
| 828 Highland Ave. NW, Bakersfield, CA 54321  (123) 456-7899, info@hloom.com | | |
| Education | | |
| A.A., Health Care  Heald College, Rancho Cordova, CA March 2006  A.A.S., Medical Assisting  Heald College, Rancho Cordova, CA September 2006 | | |
| Skills | | |
| Basic Life Support  Vital Signs  Dressing Changes and Wound Care  Medical Terminology  Venipunctures and Injections | Pharmacology  Anatomy and Physiology  EKG  Medical Transcription  HIPAA Policies and Procedures | Type 40 WPM+  Psychology  Medication Administration  Medical Billing and Coding |
| Work Experience | | |
| CoastalUrgent Care Facility, South Beach, CA 07/07 - 09/07  Medical 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 - 09/90  Emergency 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 - 04/09  Medical 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 - 03/07  Cosmetic 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 - 05/04  Escrow 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 06/02-01/03  Administrative 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 | | |
| 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 | | |