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| Jodie Nichols |
| 5429 Basin Street ᴥ New Orleans, LA 50505 ᴥ (123) 456-7899 ᴥ info@hloom.com |
| Objective |
| To gain an entry-level position as a Medical Assistant with a local health care provider in order to further develop my skills both clinically and administratively |
| Qualifications |
| Certified Medical Assistant (AAMA) Completed March 2013State College Pearson Hill |
| Subject Studied |
| Patient relationsOffice practicesRecord keepingCPOE Medication OrdersMedical Coding | Medical law and ethicsMedical terminologyAnatomy and PhysiologyPathology | Infection ControlClinical and diagnostic proceduresFirst aid |
| Phlebotomy Technician Completed November 2012American Society of Phlebotomy TechniciansHigh School Diploma Completed June 2011Louisiana High School, New Orleans, LA |
| Experience |
| **Louisiana Dermatology July 2011 – December 2011**102 Marshall Street, New Orleans, LAVolunteered as a Medical Receptionist where I developed the following skills: |
| * Answering Telephones
* Scheduling Appointments
 | * Greeting Patients
* Microsoft Word & Excel
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| **Cornerstone Family Clinic September 2012 – December 2012**2054 Grant Street, New Orleans, LACMA Externship. In addition to the qualifications listed above, I also obtained training in these areas: |
| * EKG Machines
* Taking Vitals
 | * Insurance Billing
* Arranging External Specialist Appointments
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| References |
| Dr. Smith – OwnerLouisiana DermatologyTelephone: 909-555-5454Email: dsmith@ldmedical.com | Meredith Jones – Office ManagerCornerstone Family ClinicTelephone: 909-555-3232Email: mjones@csfcmedical.com |