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| Suzanne Marie Walters |
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| **MEDICAL ASSISTANT** |
| PROFILE OVERVIEW |
| Objective Statement |
| Looking for a position as a medical assistant in a medical clinic or in a hospital setting where I can use my extensive experience as well as my passion for helping others. |
| Qualification Summary |
| 15 year experience in medical assisting positions including extensive knowledge in clinical, front desk, and administrative procedures, achieving the following qualities: |
| Key Skills, Core Competencies and Strengths |
| * Dedicated to providing excellent care to patients and to working with physicians * Organized and professional, as well as presenting a friendly, caring, and positive attitude * Customer focused and a team worker * Highly organized with superb communication skills * Experience in working long-hours and in a high-stress environment |
| Educational Qualifications |
| * Bachelor of Arts in Applied Sciences * Medial Assistant Certificate Program |
| PROFESSIONAL EXPERIENCE |
| Medical assistant  Boston Medical Center, Boston, MA 2003 – Present  Responsibilities   * Prepare patients for examinations, record vital signs, and test results, administer medications and any prescribed treatments * Record patients’ histories and verify any necessary information * Obtain blood pressures, take temperatures, and weight as required before and after treatments and examinations * Perform general front desk duties including scheduling appointments, record keeping, filing, answering phones, managing and purchasing supplies, as well as maintaining infection control at all times * Provide patients with information regarding their treatment and answer any questions * Responsible for maintaining safety and sanitation of environment prior to patients’ admissions and treatments * Perform lab work and assist physicians as needed to treat patients with various medical conditions |
| **References Available Upon Request** |