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| Sabrina Watson |
| 542 Jackson Street, Des Moines, IA 22222 ↔ (123) 456-7899 ↔ info@hloom.com |
| Job Objective |
| To obtain a full-time position as a medical assistant to fulfill my desire to help people and as a first step in the pursuit of a long-term career in healthcare |
| Highlights of Qualifications |
| * Good communication skills
* Team player and possess a passion for helping others
* Follow directions well and able to work with minimal supervision
* Ability to learn new skills and concepts easily
* Positive and professional demeanor
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| Key Skills |
| Patient Care Skills* Provide care of patients with various medial concerns
* Prepare and stock exam rooms
* Assist doctor during examinations
* Control risk of infection by keeping environment clean and sterile
* Competent to obtain labs as needed
* Instruct patients on medication usage and diet
* Document in patients’ charts
* Proficient in basic patient care

Vital Signs and Emergency ProceduresAble to obtain vital signs and knowledgeable in normal rangesCompetent in taking and recording temperature, pulse, and respiration using various methodsAble to indentify signs and symptoms of distress and provide immediate and temporary interventionCommunication SkillsGood interpersonal skills both verbal and nonverbalAble to interpret body languageGood written and telephone skills |
| Employment |
| Joe’s Restaurant and SteakhouseFood Server – Littletown, IA Nov. 2011 – March 2012Longhorn Steak houseHostess – Des Moines, IA Dec. 2010 – Oct. 2011Wal-MartCashier – Des Moines, IA Nov. 2009 to Sept. 2010 |
| Education and Training |
| Medical Assistant CertificateMedical Career and Training Center, Centerville, IA 2010High School DiplomaDes Moines High School, Des Moines, IA 2009 |