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| Marcy Stevens – CMA |
| 54321 West End Avenue Chicago, IL 90001123.456.7899 ᴥ info@hloom.com |
| Objective |
| To obtain a position as a medical assistant where I can utilize my education and experience to provide high quality patient care |
| Work Experience | Clinical and Administrative Skills |
| Chicago HospitalChicago, ILCertified Medical Assistant (July 2006 – October 2011)* Performed insurance coding and filing
* Recorded vital signs
* Obtained patients’ blood samples
* Supervised training and performance of new employees

Smith Family PracticeChestnut Park, ILMedical Assistant (April 2003 – June 2006)* Answered phones
* Scheduled appointments
* Filed insurance and patient records
* Took patients’ vital signs and history
 | * CPR Certified
* HIPAA Certificate
* Medical Terminology
* Anatomy and Physiology
* Instrument Sterilization
* Phlebotomy
* Vital signs
* EKGS
* Patient care
* Injections
* Urinalysis
* Medisoft
* Filing Charts
* Autoclaving
* Wrapping Instruments
* Surgical Tray Set-Up
* Excel and PowerPoint proficient
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| Education |
| Medical Assistant program*Blackberry College February 2003**Chicago High School May 2002* |
| Certification |
| * Medical Assistant Certification – American Association of Medical Assistants April 2006
* CPR certified Expired June 25, 2013
* Registered Phlebotomy Technician November 2009
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