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| Samantha White987 Main Street ↔ St. Louis, MO ↔ 12345Home: (123) 456-7899 ↔ (123) 456-7890 ↔ info@hloom.com |
| Summary of Qualifications |
| * More than five years experience as a Medical Assistant
* Able to present information in one-on-one and small group situations to clients and other employees of the organization
* Ability to understand and perform instructions in a timely manner
* Strong ability to communicate effectively and clearly (both written and oral communication)
* Effective interaction with other employees in all levels of the organization as well as with the general public
* Outstanding computer and clerical skills
* Ability to lift up to 40 pounds and push up to 200 pounds on wheels
* Demonstrated ability working in busy clinic environment
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| Professional Experience |
| St. Louis University Hospital, St. Louis, MO2008– Present**Medical Assistant*** Take patient histories and vital signs including pulse rate, temperature, blood pressure, weight, and height, and record all information on patients' charts
* Prepare treatment rooms for patients' exams
* Drape patients with covering and position instruments and equipment
* Hand instruments and materials to doctor as directed
* Clean and sterilize instruments
* Maintain inventory and order medical supplies and materials as needed
* Operate x-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic tests or call medical facility or department to schedule patients for tests if necessary
* Give injections and perform routine laboratory tests
* Schedule appointments, receive payments for bills, keep x-ray and other medical records, complete insurance forms, and perform other office duties as needed
* Enter information into computer in order to maintain accurate patient records
* Keep billing information and bookkeeping ledgers, and compute and mail monthly statements to patients
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| Education and Professional Training |
| Medication Aide Certification, Current CPR certificationDegree in Medical Assisting (2008) |