

Senior Medical Assistant

ROBERT SMITH

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Objective

Experienced Bilingual National Certified Medical Assistant with over 9 years working in different healthcare environments Excellent customer service professional with attention to detail with over 20 years' experience Effective supervision and leadership of projects and personnel. High-energy and confident professional with an infectious enthusiasm with the ability to communicate effectively both written and oral.

Skills

Leadership , Strong Administration , Analytical.

Work Experience

Senior Medical Assistant

ABC Corporation - September 2012 - June 2014

- Provided effective leadership by assisting the manger to oversee and maintain operations.
- Provided base level IT support to company personnel.
- Developed, maintained and implemented office policies in conjunction to medical protocols.
- Responsible for finding appropriate coverage following department budgetary guidelines.
- Ability to handle multiple tasks and changing priorities concurrently.
- Determined employees training needs to produce continuous development plans.
- Researched, addressed and resolved patient billing/coding, office issues and complaints.

Senior Medical Assistant

Delta Corporation - 2008 - 2012

- Collected patient specimens and data including vital signs, performed venipuncture, EKGs, giving immunizations, performed administrative duties such .
- Trained new hires and supervised interns on clinical.
- Responsible for inventory of proper vaccines.
- Obtained medical history and prepared the patients for skin assessment.
- Independently performed acne surgery, venipuncture and sterilized instruments.
- Composed SOAP notes based on patient assessment and plan of care.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Certificate in Community Health Worker - 2014(TMCC - Reno, NV)