

Robert Smith

Senior Medical Assistant/Specialist

PERSONAL STATEMENT

Bilingual Certified Medical Assistant with more than 8 years of experience, specializing in Thoracic care. Seeking a challenging position a practice manager which nurture's professional growth and advancement.

WORK EXPERIENCE

Senior Medical Assistant/Specialist

ABC Corporation - January 2006 - October 2012

Responsibilities:

- Read and recorded temperature, pulse and respiration.
- Prepared patient rooms prior to their arrival.
- Handled patients calls on a multi- line phone system.
- Requested X-rays, CT scans, PET scans prior to patient surgery.
- Ordered and submitted pathology slides.
- Assisted doctors with minor procedures.
- Assisted in the maintenance of medical charts (filing, Op Reports, test results, home care forms).

Senior Medical Assistant

Delta Corporation - 2003 - 2006

Responsibilities:

- Sterilizing surgical instruments Inventory of in-office medical supplies
Performed the following procedures Microdermabrasions Chemical Peels
ECG .
- Pediatrics.
- Scheduling appointment, preparing patients for examinations, updating and filling out patients records, maintain supplies, collect lab specimen, .
- Manages clinic workflow for doctors and other medical support staff
Records vitals and medical history using an electronic medical record system .
- strep, flu, mono, HIV, H.
- Pylori) Applies dressings, splints, and post-molds Assists in procedures under the direction of a physician Draws blood and collects specimens for in-.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Diploma of Medical Assistant in Medical - (Sandford Brown Institute - New York, NY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

EMR, Outlook, Excel,
Nextgen, Epic.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)