

# ROBERT SMITH

## Associate QMAP

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

### SUMMARY

Hard working Medical Assistant looking for a long term QMAP position in an office to help the doctor give the patients the best care possible.

### CORE COMPETENCIES

Leadership Development, Human Resources, Team Building,.

### PROFESSIONAL EXPERIENCE

#### Associate QMAP

**ABC Corporation - February 2015 – December 2015**

##### Key Deliverables:

- Administers medication to residents.
- Reviews MARs, writing incident reports (via EHR system) Managing Resident Assistants.
- Answers afterhours telephone calls Making phone calls and fax communication to MD and NP.
- Arranges residents transfers to and from hospital Accepting/ordering medications.
- Takes vitals, and blood sugars Serve residents meals ensure the temperature, portion of food and timeliness of service;
- Performs a variety of general cleaning activities including dusting, sweeping, mopping, vacuuming and cleaning windows;
- Empties waste containers, transport soiled linen from households, maintain clean and organized bathrooms, laundry rooms and utility rooms.

#### QMAP

**Delta Corporation - 2013 – 2015**

##### Key Deliverables:

- Passing out medications to residents, cleaning residents rooms, calling doctors, ordering residents medication, helping residents with their ADL, .
- Skills Used Typing, filing, cleaning, cooking.
- Windsor, CO Qualified Medication Administration Person July 2014 - October 2015 Administer all medication as ordered by physician Perform vital .
- Qualified Medication Administration Person.
- Responsible for packing and dispensing clients medication and any other medical needs that arise.
- I assist residents by pulling their medications and administering them with the correct medication correct dose and at the correct time.
- Creams, eye drops, pills any narcotics that the doctor prescribes and writes an order for I help with.

**ROBERT SMITH**

**Associate QMAP**

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

---

## EDUCATION

Bachelor's in Management - (Rasmussen Online School of Business)

