



PERSONAL DETAILS

Date of Birth
24th December, 1994

Nationality
United States

Marital Status
Single

Address
123 Anywhere St., Any
City, ST 12345

EDUCATION

Bachelor of Science in
Healthcare Management,
Borcelle State University
(2009 - 2014)

GPA 3.71

RELEVANT COURSES

Public Health, Introduction
to Healthcare Informatics,
Research Methods in
Healthcare

LANGUAGES

English
Spanish
Mandarin

MARCELINE ANDERSON

MEDICAL ASSISTANT

I have a friendly and conscientious personality. In addition, I have experience as a nurse and part of the Intensive Care Unit (ICU) interview for six months in a well-known hospital in the capital city. Armed with a strong and thorough work ethic, I can be relied upon as a nurse serving the hospital's totality.

CONTACT

+123-456-7890
hello@reallygreatsite.com
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WORK EXPERIENCES

Lead Medical Assitant at Fauget Hospital

April 2018–August 2020

- ✓ Prepare the exam room & set up instruments and equipment according to the protocol.
- ✓ Documented patient medical histories, complaints, and all patient-related communications
- ✓ Assisted with an examination, procedure, and treatments

Medical Assitant at Healthcare

February 2020–March 2022

- ✓ Work in rapid care clinics to triage patients, take vital signs, and assist with all areas of patient care.
- ✓ Managed EHR documentation for all visits, resulting in 18% fewer errors than average
- ✓ Helping patients with their daily needs, which resulted in 98% positive feedback in patient surveys

SKILLS

- ✓ Patient Assessment
- ✓ Clinical Research
- ✓ HIPAA Compliance Training
- ✓ Recording Patient Medical History
- ✓ Electrocardiogram (EKG)
- ✓ Administering Injections