

# MEDICAL ASSISTANT RESUME

---

Washington, DC • your.name@gmail.com • (123) 456-7895

Attentive medical assistant with 4+ years' experience. AAMA Certified Medical Assistant and National Certified Phlebotomy Technician (NCPT) since 20XX with experience in both administrative and clinical duties and a true passion for comforting distressed patients. Excited to provide health care as a Medical Assistant at DC Clinic.

## CERTIFICATIONS

- Certified Medical Assistant (CMA), AAMA, 20XX–Present
- National Certified Phlebotomy Technician (NCPT), 20XX–Present
- BLS Certification (AHA) 20XX–Present
- CPR & First Aid Certified (American Red Cross) 20XX–Present

## PROFESSIONAL EXPERIENCE

Phlebotomist / Medical Assistant  
**GEORGE WASHINGTON UNIVERSITY HOSPITAL, Washington, DC**  
*March 20XX–Present*

- Record patient information in hospital database and manage appointment scheduling and follow-up
- Administer patient blood & urine samples and prepare them for lab processing
- Liaise with insurance providers on behalf of patients

Medical Assistant  
**WASHINGTON FAMILY DOCTORS: JOHNSON SCOTT MD, Washington, DC**  
*January 20XX–February 20XX*

- Assisted family doctor with exams for more than 2,000 patients from over 600 families
- Maintained & cleaned exam room and all medical equipment
- Oversaw all supply inventory; responsible for ordering and stock maintenance that led to year-over-year operating-cost savings of 3%

Medical Office Assistant  
**WASHINGTON FAMILY DOCTORS: JOHNSON SCOTT MD, Washington, DC**  
*June 20XX–December 20XX*

- Handled phone system & appointment calendar for over 25 patients daily
- Cleaned outpatient room and disposed of medical waste
- Took & recorded patient vital signs & biopsies, including blood pressure and heart rate

## EDUCATION

**HERZING UNIVERSITY, Madison, WI** (*May 20XX*)  
**Diploma in Medical Assisting Services, GPA: 3.7/4.0**

## ADDITIONAL SKILLS

- Verbal and written communication
- Patient care & treatment administration
- Administration
- Record management
- People skills
- Teamwork