

Ionel Namol

by CV Genius

Registered medical assistant with 5+ years of experience taking and recording medical histories, preparing patients for clinical examination, and administering medication according to doctors' guidelines. Competent in administrative duties such as maintaining medical records, billing, and scheduling appointments. Eager to contribute my skills to the [Hospital Name] healthcare team.

 07123 456 789  lon_namol@gmail.com  Cluj-Napoca, Romania  [Linkedin.com/in/Ionel-Namol](https://www.linkedin.com/in/Ionel-Namol)

EDUCATION

PHOENIX COLLEGE, LONDON (2016)

Clinical Medicine Assisting (CER)

UNIVERSITY OF ABERDEEN, ABERDEEN (2011–2015)

Bachelor of Science (Hons) in Biomedical Sciences (Physiology)

Upper second-class honours (2:1)

- **Relevant Modules:** Biochemistry, Anatomy, Developmental Biology, Physiology, Pharmacology, and Molecular Biology

WORK EXPERIENCE

QUEEN ELIZABETH HOSPITAL, Birmingham

Senior Medical Assistant, December 2018–Present

- Explain treatment procedures, prescriptions, and other doctor's instructions to patients
- Perform urinalysis and collect and test blood samples
- Clean and sterilise examination equipment and dispose of contaminated apparatuses
- Assist 8 doctors in administering injections and removing sutures
- Authorize drug refills and schedule patients' appointments
- Enlighten patients about the benefits of COVID-19 vaccinations
- Perform 20+ routine laboratory and diagnostic tests per day using advanced equipment

BIRMINGHAM HEARTLANDS HOSPITAL, Birmingham

Medical Assistant, May 2017–November 2018

- Recorded medical histories and basic measurements such as height, blood pressure, temperature, and weight
- Collected blood and laboratory samples and logged them for testing
- Prepared 15 examination rooms and kept them tidy
- Maintained financial records and performed other bookkeeping tasks
- Contacted 4 medical departments for patient testing and admission
- Performed administrative tasks such as greeting and logging in patients

KEY SKILLS

- Skilled with medical equipment and software, such as x-rays and telehealth devices
- Exceptional organisational skills
- Excellent interpersonal skills
- Proven customer service skills
- Experienced in accounting software such as billing and bookkeeping software
- Proficient in MS Office Suite, Outlook, and Access