

JESSICA CLAIRE

✉ resumesample@example

☎ (555) 432-1000,

📍 Montgomery Street, San
Francisco, CA 94105



SUMMARY

Highly motivated and hard working Medical Assistant with knowledge of technical and medical support and excellent communication skills seeking an opportunity to contribute to the daily duties and responsibilities in a clinical and administrative capacity. Clinical Skills- Medical Terminology, Anatomy and Physiology, positioning & draping patients in preparation for examinations, measuring/recording vital signs (blood pressure, temperature, pulse, respiration, height & weight,) administering oral medications & providing patient education, administering injections (IM, ID, Sub-Q, Z-track technique,) performing phlebotomy (Butterfly, Vacutainer, Needle & Syringe, Capillary,) current Cardiopulmonary Resuscitation Certification, and cleaning & sterilizing examining rooms and equipment. Administrative Skills- Customer service experience, proficient with Microsoft Office Suite and various operating systems, scheduling appointments for multiple Doctors with various software applications, knowledge of ICD-9 and CPT billing & coding procedures, handling co-payments & verifying insurance, inputting patient information into patient files, competent with standard office equipment & procedures, and excellent interpersonal communication skills-verbal and written.

SKILLS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

EDUCATION AND TRAINING

South West Schools
San Antonio, TX • 2012 - 2013

Clinical Medical Assistant: - 1 year
Program consisted of approximately 800 hours of training, over a nine month period, during which time clinical and medical hands-on skills were learned and practiced including Medical Terminology, Anatomy & Physiology.

Holy Cross High School
San Antonio, TX •
2010 - 2012

High School Diploma:
- GPA: 3.5

EXPERIENCE

Grafton Integrated Health Network - Teacher
Leesburg, VA, • • 01/2013 -

- Taught Letters, Numbers, and Arts and Crafts to 3 and 4 year olds.
- Monitored children during general classroom periods such as lunch and nap times.
- Cleaned all areas of the classroom at the end of the day.

Catholic Medical Center - Medical Assistant
Manchester, NH, • • 01/2012 -

- Measured and Recorded vitals, Assisted Doctor with examinations, Administered injections, Cleaned and sterilized equipment, and performed light front office duties, Documented patient information with portable computers and EMR software, and Provided patient education.

Catholic Medical Center - Medical Assistant
Manchester, NH, • • 01/2011 -

- externship Measured & Recorded Vitals, Performed range-of-motion exercises, Administered ultra-sound exams, prepared examination rooms, and provided excellent patient care.

SKILLS

Anatomy, Arts, EMR software, front office, injections, Letters, Medical Terminology, patient care, Physiology, ultra-sound

ACTIVITIES AND HONORS