



## 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

# ANYA DWI KARTIKA

## 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  
@reallygreatsite

## 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