

Kelly Velasco

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About Me

I am a bilingual medical assistant who is passionate about patient care and teamwork. I enjoy working in fast-paced environments and take pride in providing compassionate, professional service to every patient. My goal is to continue growing in the medical field and improving my skills to help patients feel safe and supported.

What Makes Me Unique

I am compassionate and dedicated to helping others. I work to make patients feel calm and cared for. I am organized, dependable, and detail-oriented. My experience has shown me the importance of clear communication and patience.

Education

Pima Medical Institute — Medical Assistant Program (Expected Graduation: November 2025)
Relevant Coursework: Anatomy & Physiology, Medical Terminology, Clinical Procedures, Medical Office Management

Hastings High School — Graduated 2020

Clinical Externship

Medical Assistant Extern — Fulshear Medical Associates, Houston, TX

- Took vital signs, prepared exam rooms, and documented patient information accurately.
- Assisted with room preparation, triaging, and clinic procedures under supervision.
- Supported front office tasks such as scheduling, patient check-ins, and updating records.
- Practiced patient communication and maintained confidentiality and professionalism.

Work Experience

Front Desk Member — Dermatologic Surgery Center, Houston, TX (Oct 2024 – Aug 2025)

- Scheduled patients for consults, post-ops, and surgeries.
- Prepared charts for upcoming appointments and supported clinic workflow.
- Handled phone calls regarding appointments and patient questions.

Skills

- Taking vital signs & assisting with patient exams
- Administering injections & preparing patients for procedures
- Updating and maintaining electronic health records (EHR)

- Scheduling appointments & front desk coordination
- Bilingual: English & Spanish
- Organized, dependable, and detail-oriented

Certifications

CPR and First Aid Certified

Certified Clinical Medical Assistant (CCMA) — In progress

Career Goals

To become a certified medical assistant and gain experience in both clinical and administrative roles. I hope to grow within a healthcare team and possibly specialize in dermatology or family medicine.

Reflection

My externship and work experience taught me the value of communication, empathy, and teamwork. I have gained confidence in clinical tasks and front-office duties and plan to continue learning and improving my skills to provide the best patient care.

References available upon request