Lucy Banks

Medical Assistant

Highly motivated and committed Medical Assistant and Part-time student with proven history of superior performance at individual, team and organizational levels. Multitasks and prioritizes workloads with little or no supervision. Detail-oriented professional looking to bring medical background and team-building skills to deadline-driven environments.



Work History

2022-12 -Current

Surgical Scrub Technician

DaVinci Plastic Surgery, Washington, DC

- Created safe operating environments for invasive and non-invasive procedures.
- Created unobstructive operative fields by using retractors, sponges, and suction and irrigating equipment.
- Prepared instruments for and performed sterilization according to proper aseptic techniques and reset surgical suites for next procedure.
- Used sutures, staples, and other tools to close wounds.

2021-10 -Current

Operating Room Circulator

DaVinci Plastic Surgery, Washington , DC

- Advocated for and strived to protect health, safety, and rights of patient.
- Provided effective bedside care to patients before and after procedures to deliver comfort.
- Assisted physicians in operating room by providing necessary supplies and equipment.

2021-06 -Current

Medical Assistant

DaVinci Plastic Surgery, Washington, DC

- Facilitated all patient/doctor interactions including appointments such as consultations, per-operative and post-operative visits.
- Scribed all patient visits and wrote narrative



Address

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Phone

000-000-0000

E-mail

redacted@redacted.com



2017-09 - Current

Bachelor of Science: Global Health

University of California -San Diego - La Jolla, CA



Spanish Proficiency

Very Good

Interpersonal Skills

Very Good

Direct Patient Care

Excellent

account of events using proper abbreviations, grammar, and spelling.

- Sanitized, restocked, and organized exam rooms and medical equipment.
- Used and navigated NexTech and Epic healthcare systems to input information into computerized patient records.

2022-09 - Patient Care Coordinator/ Social Media 2023-09 Manager

DaVinci Plastic Surgery, Washington, DC

- Worked closely with patients to deliver excellent and direct individualized patient care.
- Provided support and guidance to patients and families to navigate healthcare systems.
- Developed marketing content such as promotional materials, and advertisements for social media.
- Monitored online presence of company's brand to engage with users and strengthen customer relationships.

2019-11 - Writer and Graphic Designer

Morning Sign Out (MSO), Student-run Biomedical Jou, La Jolla, CA

- Researched current biomedical topics and wrote articles to increase public knowledge and promote awareness.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content in online publications.
- Used Photo Shop and graphic design skills to create images and layouts for several articles.

2019-10 - Student Intern

2021-06

2021-06

The Health Frontiers In Tijuana (HFiT), Tijuana, Mexico

- Provided patient-care in Tijuana, MX by administering/translating patient history questionnaires and recording vital signs.
- Observed and documented/translated doctor-

Visual Design and Illustration

Very Good

Sterile Technique

Excellent



Metabolic Biochemistry (BIBC 102)

General Sociology for Pre-Med Students (SOCI 70)

Clinical Psychology (PSYC 100)

Computer Science (COGS 3)

Global and Public Heath Coursework (FMPH 40, GLBH 100, 101, 105, 111, 148, & 181)

Organic and General Chemistry (CHEM 6A-B, 7L, & 40A-40C)

General Biology (BILD 1-3)

Intermediate and Advanced Spanish (LISP 1D/DX, & LTSP 2A-C)

Physics + Labs (PHYS 1A/1AL-1C/1CL)

Calculus and Statistics (MATH 10A- B, & 11)

patient interactions while shadowing physicians and medical students from Tijuana and San Diego.

 Used Qualtrics and NotesFirst to input information into computerized patient record system.

2018-11 - Campus Ambassador

2020-07

2018-07

UCSD, La Jolla, CA

- Performed different administrative tasks for admissions department, including filing paperwork, answering phone calls, and providing information regarding campus life.
- Gave informative tours of campus to large groups of prospective students and families.
- Participated in admissions events, including Triton
 Day, which brought large numbers of newly
 admitted students to campus.

2018-06 - Camp Volunteer/ Caretaker

Muscular Dystrophy Association (MDA) , Chestertown, MD

- Volunteered at a summer camp for children with muscular dystrophy by providing 24-hour care, including dressing, grooming, feeding needs, and helping to overcome and adapt to mobility restrictions.
- Instructed and aided campers on activities' goals, procedures, and safety considerations to promote beneficial outcomes for all campers.

2015-06 - Pharmacy Volunteer

Arlington Free Clinic, Arlington, VA

- Applied Spanish speaking skills by aiding a pharmacy in an area with a large Hispanic population.
- Facilitated patient care by managing appointments, providing prescriptions, and helping wherever necessary in the clinic's pharmacy.