

Melissa Wilson
(123) 456-7890
youremail@example.com
123 Your Street, Columbus, OH 43004

Profile

Skilled and professional medical assistant with more than 3 years of experience in both clinical and administrative work. Known for providing premium care and having exceptional attention to detail. Skilled at medical billing and coding, patient scheduling, blood draws and other clinical tasks.

Key Skills

- Proficient with EMR software
- Typing speed: 75 WPM
- Excellent listening and communication skills
- Solid understanding of HIPAA and JCAHO
- Patient vitals
- Chart maintenance

Education

High School Diploma, Smith High School, Mesa, AZ
Graduated 2018

Certification

- Certified Medical Assistant, American Association of Medical Assistants
- Registered Phlebotomy Technician, National Healthcareer Association
- First Aid Certified, American Heart Association

Professional Experience

Certified Medical Assistant, ABC Clinic, Columbus, OH
December 2019-Present

- Perform blood draws in a safe and sanitary manner to enable high-quality test results for more than 50 patients per day
- Update patient charts, reducing error rate to near zero with exceptional attention to detail
- Streamline patient scheduling to reduce empty time blocks, generating a revenue boost of 8%
- Perform venipunctures, injections and blood draws more than 75 times per day with a diverse range of patients
- Collaborate with a multidisciplinary team to deliver high-quality care consistent with evidence-based medicine

- Maintain the schedules for five full-time physicians and provided front-office support that included patient scheduling, updating patient information and keeping exam rooms stocked and clean according to OSHA regulations