

## Professional Experience

### Volunteer

Wildwood Home for Young Mothers, Location | December 2017 - present

- Provided care for infants and toddlers while their mothers attended school
- Created meals for 20 to 25 household members with donated goods
- Hosted health and nutrition classes for pregnant and parenting teens on a weekly basis
- Provided one-on-one mentoring sessions for young mothers
- Hosted kid-friendly game nights on a monthly basis

### Volunteer Patient Care Representative

Wildwood Hospital, Location | October 2016 - March 2017

- Organized files and other documents for front desk staff
- Provided companionship for young patients, including babies, toddlers and school-aged children
- Helped kids decorate their hospital rooms to make long-term stays more comfortable
- Delivered letters and packages to patients

## Education

### Associate of Applied Science in Medical Assisting

Rockwood College of Health and Wellness, Redwood City, CA | September 2016 - June 2018

## Certifications

- Certification from the American Association of Medical Assistants
- CPR and First Responder Training

# William Jones

9898 West Avenue,  
Los Angeles, CA 90034  
wbjones@emailaddress.com  
1999-555-1234

Certified medical assistant seeking a position in a pediatric office where I can utilize my clinical and front desk training. My strong written and verbal skills promote effective communication between patients and coworkers, and I am compassionate and dependable.

## Key Skills

- Compassionate
- Dependable
- Clinical and Front Desk Training
- Medical Assistant Certification
- Medical Assisting Degree
- Experience Volunteering with Babies , Toddlers and School-Aged Children