

## TEACHER

### Summary

Highly motivated and hard working Medical Assistant with knowledge of technical and medical support and excellent communication skills seeking an opportunity to contribute to the daily duties and responsibilities in a clinical and administrative capacity. Clinical Skills- Medical Terminology, Anatomy and Physiology, positioning & draping patients in preparation for examinations, measuring/recording vital signs (blood pressure, temperature, pulse, respiration, height & weight,) administering oral medications & providing patient education, administering injections (IM, ID, Sub-Q, Z-track technique,) performing phlebotomy (Butterfly, Vacutainer, Needle & Syringe, Capillary,) current Cardiopulmonary Resuscitation Certification, and cleaning & sterilizing examining rooms and equipment. Administrative Skills- Customer service experience, proficient with Microsoft Office Suite and various operating systems, scheduling appointments for multiple Doctors with various software applications, knowledge of ICD-9 and CPT billing & coding procedures, handling co-payments & verifying insurance, inputting patient information into patient files, competent with standard office equipment & procedures, and excellent interpersonal communication skills-verbal and written.

### Experience

01/2013

Teacher Company Name 1/4 City , State

- Taught Letters, Numbers, and Arts and Crafts to 3 and 4 year olds.
- Monitored children during general classroom periods such as lunch and nap times.
- Cleaned all areas of the classroom at the end of the day.

01/2012

Medical Assistant Company Name 1/4 City , State

- Measured and Recorded vitals, Assisted Doctor with examinations, Administered injections, Cleaned and sterilized equipment, and performed light front office duties, Documented patient information with portable computers and EMR software, and Provided patient education.

01/2011

Medical Assistant Company Name 1/4 City , State

- externship Measured & Recorded Vitals, Performed range-of-motion exercises, Administered ultra-sound exams, prepared examination rooms, and provided excellent patient care.

### Education and Training

2012

Clinical Medical Assistant South West Schools 1/4 City , State Program consisted of approximately 800 hours of training, over a nine-month period, during which time clinical and medical hands-on skills were learned and practiced including Medical Terminology and Anatomy & Physiology.

2010

High School Diploma Holy Cross High School 1/4 City , State

### Skills

Anatomy, Arts, EMR software, front office, injections, Letters, Medical Terminology, patient care, Physiology, ultra-sound