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| Jane Margaret Clark | 900 King St. Apt APhiladelphia, PA 19069(123) 456-7899info@hloom.com |
| OBJECTIVE |
| To further my experience as a Medical Assistant and work in an environment where I can help patients in need as well as be a team player. |
| PREVIOUS WORK EXPERIENCE | CLINICAL SKILLS ADMINISTRATIVE SKILLS |
| Medical AssistantCentral Family Clinic Philadelphia, PA October 2011-November 2012* Greeted all patients in a friendly and positive manner
* Assisted at least two doctors per day throughout the medical office
* Performed Phlebotomy for lab testing, as well as obtaining EKGs, and vital signs on patients
* Used E-Clinical Software to update and enter patients’ information into their medical record
* Assisted in answering phone calls and scheduling appointments
* Cleaned and stocked supplies in all rooms
* Maintained all incoming and outgoing log books
* Checked and charged all insurance and billing transactions

**Medical Assistant**Brooklyn Family Health Center Brooklyn, NY August 2009-July 2011* Assisted patients to examining rooms and obtained medical histories
* Maintained a positive and professional attitude at all times
* Performed lab work, EKGs, and took vital signs such as blood pressure, temperature, height and weight
* Completed patients’ medical records and entered into their file
* Performed front office duties such as answering phones and scheduling appointments
* Stocked and maintained supplies and cleanliness of rooms
* Assisted doctors with any procedures as needed
* Explained any medications or diet restrictions to patients
 | * Injections
* Drawing Blood
* Taking Vitals
* Using EMR Software
* Filing Records
* Data Entry
* Record Keeping
* Payroll and Accounting
* Research on the Internet
* Training New Employees
* Dispatching
* Type 60 WPM
 |
| CERTIFICATIONS OF AWARD/ACHIEVEMENT |
| * Phlebotomy Certificate
* EKG-ECG Certificate
* Injection Certificate
* HIPAA Compliance Award
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| EDUCATION |
| New York Community College Brooklyn, New York (Medical Assistant Program)Certificate Obtained, GPA: 3.5 June 2009New York High School New York, New YorkHigh School Diploma June 2007 |
| REFERENCES AVAILABE UPON REQUEST |
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