|  |
| --- |
| Suzanne Marie Walters |
| 465 Highland Ave. Boston, MA 91002 ≡ (123) 456-7899 ≡ info@hloom.com |
| **MEDICAL ASSISTANT** |
| PROFILE OVERVIEW |
| Objective Statement |
| Looking for a position as a medical assistant in a medical clinic or in a hospital setting where I can use my extensive experience as well as my passion for helping others. |
| Qualification Summary |
| 15 year experience in medical assisting positions including extensive knowledge in clinical, front desk, and administrative procedures, achieving the following qualities: |
| Key Skills, Core Competencies and Strengths |
| * Dedicated to providing excellent care to patients and to working with physicians * Organized and professional, as well as presenting a friendly, caring, and positive attitude * Customer focused and a team worker * Highly organized with superb communication skills * Experience in working long-hours and in a high-stress environment |
| Educational Qualifications |
| * Bachelor of Arts in Applied Sciences * Medial Assistant Certificate Program |
| PROFESSIONAL EXPERIENCE |
| Medical assistant  Boston Medical Center, Boston, MA 2003 – Present  Responsibilities   * Prepare patients for examinations, record vital signs, and test results, administer medications and any prescribed treatments * Record patients’ histories and verify any necessary information * Obtain blood pressures, take temperatures, and weight as required before and after treatments and examinations * Perform general front desk duties including scheduling appointments, record keeping, filing, answering phones, managing and purchasing supplies, as well as maintaining infection control at all times * Provide patients with information regarding their treatment and answer any questions * Responsible for maintaining safety and sanitation of environment prior to patients’ admissions and treatments * Perform lab work and assist physicians as needed to treat patients with various medical conditions |
| **References Available Upon Request** |

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - [info@hloom.com](mailto:info@hloom.com)