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| Natalie Freeze |
| 544 Santa Maria Dr.San Diego, CA 17008(123)-456-7899info@hloom.com |
| Objective |
| To obtain a Pediatric Medical Assistant position which will challenge me as well as help the organization continue to be successful. |
| Summary of Skills |
| * Profound knowledge and experience working in health service providing facility
* Outstanding ability to enter data accurately and efficiently
* Excellent listener with good verbal and written communication skills
* Professional demeanor and exceptional relationship building skills
* Excellent organizational skills
* Proficient with MS office products, including MS Access and Excel
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| Work Experience |
| Pediatric Medical AssistantCost Healthcare Center August 2006 to present* Refer patients to appropriate resources for assistance if necessary
* Obtain patients’ histories, vital signs, and document in patients’ charts
* Prepare exam and rooms with necessary instruments and supplies
* Administer immunizations and other injections as directed by physician
* Distribute patient prescriptions and document accordingly in patients’ charts

Pediatric Medical AssistantPacific Physicians, Inc. San Diego, CA April 2000 to July 2006* Provided patient education and instruction as well as scheduled tests and any necessary treatments
* Handled patient and employee information with appropriate sensitivity
* Completed individual assigned work as well as the work of the team
* C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0240719.wmfIncorporate principles of safety and infection control into daily activities
* Presented a professional appearance and approach with patents and staff
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| Education |
| Associate Degree in Medical AssistantSan Diego College San Diego, CA |

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