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| Jodie Nichols | | | |
| 5429 Basin Street ᴥ New Orleans, LA 50505 ᴥ (123) 456-7899 ᴥ info@hloom.com | | | |
| Objective | | | |
| To gain an entry-level position as a Medical Assistant with a local health care provider in order to further develop my skills both clinically and administratively | | | |
| Qualifications | | | |
| Certified Medical Assistant (AAMA) Completed March 2013  State College Pearson Hill | | | |
| Subject Studied | | | |
| Patient relations  Office practices  Record keeping  CPOE Medication Orders  Medical Coding | Medical law and ethics  Medical terminology  Anatomy and Physiology  Pathology | | Infection Control  Clinical and diagnostic procedures  First aid |
| Phlebotomy Technician Completed November 2012  American Society of Phlebotomy Technicians  High School Diploma Completed June 2011  Louisiana High School, New Orleans, LA | | | |
| Experience | | | |
| Louisiana Dermatology July 2011 – December 2011  102 Marshall Street, New Orleans, LA  Volunteered as a Medical Receptionist where I developed the following skills: | | | |
| * Answering Telephones * Scheduling Appointments | | * Greeting Patients * Microsoft Word & Excel | |
| Cornerstone Family Clinic September 2012 – December 2012  2054 Grant Street, New Orleans, LA  CMA Externship. In addition to the qualifications listed above, I also obtained training in these areas: | | | |
| * EKG Machines * Taking Vitals | | * Insurance Billing * Arranging External Specialist Appointments | |
| References | | | |
| Dr. Smith – Owner  Louisiana Dermatology  Telephone: 909-555-5454  Email: dsmith@ldmedical.com | | Meredith Jones – Office Manager  Cornerstone Family Clinic  Telephone: 909-555-3232  Email: mjones@csfcmedical.com | |

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