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| Suzanne Marie Walters |
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| **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
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| Educational Qualifications |
| * Bachelor of Arts in Applied Sciences
* Medial Assistant Certificate Program
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| PROFESSIONAL EXPERIENCE |
| Medical assistantBoston Medical Center, Boston, MA 2003 – PresentResponsibilities* 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
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| **References Available Upon Request** |

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