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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **MARY**  **HLOOM**     |  |  | | --- | --- | |  | example@example.com | |  | (555) 555-5555 | |  | Miami, FL 33125 | | | **SKILLS**   * Insurance claims * Simple dressings * Ambulating and repositioning patients * CPR * MS Office * EMR / EHR * Positive attitude * Empathy   **EDUCATION**  **FVI School of Nursing And Technology**  Miami, FL  •  12/2017  ***Training Program*** : Medical Assistant Program  **CERTIFICATIONS**   * Certified Medical Assistant (CMA) (2018) * Registered Medical Assistant (RMA) (2018) | | |  | | --- | | **SUMMARY STATEMENT**  Highly motivated and committed Medical Assistant with proven history of superior performance at individual, team and organizational levels. Multitasks and prioritizes workloads with little or no supervision. Detail-oriented professional looking to bring medical background and team-building skills to deadline-driven environment. | | **SUMMARY OF QUALIFICATIONS**   * Successful at working with medical terminology, Release of Information policies and procedures and HIPAA regulations. * Proactive with strong planning and conflict resolution skills. * Hardworking and open communicator with ability to understand patient's needs.   **PROFESSIONAL SKILLS**  **Patient Care**   * Taught patients about medications, procedures and care plan instructions. * Directed 15 visitors per day to exam rooms, fielded questions and prepared for physician examinations. * Tested and recorded blood glucose levels of 25 patients per week.   **Medical Administration**   * Checked insurance, demographic and health history for 50 patients per week to keep information current. * Managed multi-line phone system and pleasantly greeted up to 30 calls daily. * Communicated and emailed pharmacies to submit prescriptions and refills.   **Organization**   * Coordinated patient scheduling, check-in, check-out and payments for billing. * Kept medical supplies in sufficient stock by monitoring levels and submitting 30 replenishment orders before depletion. * Sanitized, restocked and organized 12 exam rooms and medical equipment.   **WORK HISTORY**  **HRS** - **Medical Assistant**  *Davie*, *FL*  •  *06/2020* - *Current*  **STAT Informatic Solutions** - **Medical Records Clerk**  *Miami*, *FL*  •  *11/2018* - *04/2020*  **North Miami Medical Center** - **Front Desk Medical Receptionist**  *North Miami*, *FL*  •  *07/2017* - *10/2018* | |

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