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| **MARY****HLOOM**

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|  | example@example.com |
|  | (555) 555-5555 |
|  | Miami, FL 33125  |

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| **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)
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| **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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