

## Maddy M. Assist

123 Main Street, Anytown, ST 55555

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### Summary of Qualifications

- Certified Clinical Medical Assistant (2016)
- Highly skilled Nursing Assistant with eight years of experience
- Excellent clinical, customer service, and communication skills
- Ability to quickly learn new concepts and skills
- Knowledge of medical terminology and infection control standard
- Knowledge of age specific developmental factors in relation to adult and geriatric patients
- Excellent verbal and writing skills

### Work Experience

#### Northwest Medical Center

Clifton, NJ

#### *Nursing Assistant*

02/2014 - Present

- Care for adolescents who were mentally challenged and disabled
- Assist clients with toilet and bathroom needs, bathing, personal hygiene, and dressing
- Lifted and moved clients' with limited mobility to chairs and beds
- Monitor and record vital signs, height, weight, blood pressure, temperature, pulse, and respiration

#### The Comfort Keepers

Clifton, NJ

#### *Nursing Assistant / Home Health Care*

06/2011 - 02/2014

- Administered prescribed oral medications under written direction of physician
- Checked patient's pulse, temperature and respiration
- Assisted patient with moving in and out of bed, bathing, dressing, and grooming
- Accompanied patient to doctors' offices and on other trips outside the home

### Externship

#### Margate Health Center

Clifton, NJ

#### *Medical Assistant*

05/2015 to 09/2016

- Provided overall support to physicians and office operations
- Prepared patients for examination and treatment
- Took patients histories and vital signs
- Prepared exam and treatment rooms with necessary instruments
- Gave injections and assisted patients with lab testing and phlebotomy
- Maintained supplies and equipment for treatments, including sterilization
- Assisted physicians in preparing for minor surgeries and physicals
- Assisted with scheduling of tests and treatments
- Screened telephone calls for referrals to physician

### Education

American Institute

Clifton, NJ

**Medical Assistant Diploma**

September 2016

Aress Academy – Nursing HHC

Clifton, NJ

**Certified Nursing Assistant Certificate**

June 2011