

Mady M. Assist

123 Main Street, West Hartford, CT 06110 (555) 555-5555 MA@gmail.com

Seeking Medical Assisting position where I can use relevant coursework in the healthcare industry.

KEY QUALIFICATIONS

- Medical Assisting diploma from American Institute
- Current CPR and BCLS Certification
- Computer: MS Word, Excel and PowerPoint
- Bilingual: English and Spanish

SPECIAL KNOWLEDGE

Clinical

Medical terminology
Collecting lab specimens
Changing dressings
Obtaining vital signs
Cleaning, sterilizing, and stocking surgical tools

Administrative

Preparing appointments
Controlling laboratory and maintenance
Record keeping
Chart preparation
Documenting patient information

Front Desk

Greeting patients
Answering and forwarding telephones
Taking appropriate messages

OTHER SKILLS

- Tech-savvy and computer literate
- Excellent communication and organization skills
- Ability to work on a rotating shift
- Exceptional ability to work well under stress

EDUCATION

American Institute, West Hartford, CT
Diploma Medical Assisting Program

June 2016

WORK EXPERIENCE

West Hartford Medical Center, West Hartford, CT
Certified Nurse Aide/Activities Aide

February 2014-Present

- Assist patients' individual needs including; bathing, dressing, toileting, turning and making beds
- Take urine and blood samples for testing purposes
- Obtain patients' vitals on a regular basis
- Perform post operation care and assist with related procedures
- Manage inventory and performing data entry operations

Ulta Beauty
Customer Service Associate

January 2012 – February 2014

- Assist in arranging stock display
- Greet customers and identify their requirements
- Sell products to customer and ensure customer satisfaction.
- Follow customers on purchases and recommend upcoming events and new products.