**Name**

Your Phone Number | Your Email | Your City

**MEDICAL ASSISTANT**

# **Profile**

Add a few sentences or points summarizing your education and professional experience. For example: Recent Medical Assisting graduate with three years of customer service experience and a desire to focus on patient centered care. Bilingual professional with a strong ability to connect and communicate with patients and colleagues.

# **Skills & Qualifications**

* Basic Life Support Certification (AHA)
* Obtain and document vital signs
* Vaccine administration
* Phlebotomy
* Assist with minor surgical procedures
* Perform electrocardiograms
* Medical records and terminology
* Collect, handle & examine lab specimens
* Insurance billing and coding
* Patient scheduling
* Add additional languages
* Add customer service/computer skills
* Additional Skills
* EHR Systems: EPIC, MedTech,
* electronic script systems:

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# **Professional Experience**

**Your Job Title**  (add clinical experience if completed) MM/YYYY-MM-YYYY

Name of Company City and State or Country of Company

* List your job duties and accomplishments here, hit enter to add more bullet points

**Your Job Title**  MM/YYYY-MM-YYYY

Name of Company City and State or Country of Company

* List your job duties and accomplishments here, hit enter to add more bullet points
* Managed referral process including authorizations and denials for all major insurance providers (United Healthcare,

#

# **Title of Extra Section if Needed**

* In this section you can add volunteer work, military experience or other important information

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# **Education**

**Medical Assisting Program** Graduate: MM/ YYYY

Emily Griffith Technical College Denver, CO

* You can add student awards, organizations or any other information about your education

**Name of Degree or Diploma Received** Year of Graduation or Years Attended

Name of School City and State or Country of School

* You can add student awards, organizations or any other information about your education