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| Samantha White 987 Main Street ↔ St. Louis, MO ↔ 12345  Home: (123) 456-7899 ↔ (123) 456-7890 ↔ info@hloom.com |
| Summary of Qualifications |
| * More than five years experience as a Medical Assistant * Able to present information in one-on-one and small group situations to clients and other employees of the organization * Ability to understand and perform instructions in a timely manner * Strong ability to communicate effectively and clearly (both written and oral communication) * Effective interaction with other employees in all levels of the organization as well as with the general public * Outstanding computer and clerical skills * Ability to lift up to 40 pounds and push up to 200 pounds on wheels * Demonstrated ability working in busy clinic environment |
| Professional Experience |
| St. Louis University Hospital, St. Louis, MO  2008– Present  **Medical Assistant**   * Take patient histories and vital signs including pulse rate, temperature, blood pressure, weight, and height, and record all information on patients' charts * Prepare treatment rooms for patients' exams * Drape patients with covering and position instruments and equipment * Hand instruments and materials to doctor as directed * Clean and sterilize instruments * Maintain inventory and order medical supplies and materials as needed * Operate x-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic tests or call medical facility or department to schedule patients for tests if necessary * Give injections and perform routine laboratory tests * Schedule appointments, receive payments for bills, keep x-ray and other medical records, complete insurance forms, and perform other office duties as needed * Enter information into computer in order to maintain accurate patient records * Keep billing information and bookkeeping ledgers, and compute and mail monthly statements to patients |
| Education and Professional Training |
| Medication Aide Certification, Current CPR certification  Degree in Medical Assisting (2008) |