

Medical Assistant HQ

Medical Assistant Resume Examples



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- When writing your resume, it is good to look at Medical Assistant Resume Examples to use as a reference. You want to make sure that your resume stands out, does not have grammatical errors or misspellings and flows well.
- It's good to have several family members and friends proof read your resume before you send it out. They may notice something that you overlooked.
- One thing to keep in mind when writing a Medical Assistant Resume, is that it's slightly different than a regular resume. For the medical field, oftentimes a functional resume showing what skills you have and what you can do is more beneficial than a standard list of jobs.
- Healthcare employers want to know what you can do for them.



Example Resume

John Waters

765 Main Street

Seattle, WA 98106

987-555-2134

john.watersMA@gmail.com

- **Objective:** Seeking a position as a Medical Assistant where I can utilize my previous work experience as well as my education give excellent healthcare to children and families.

<http://medicalassistanthq.net>



Summary of Qualifications:

- Hardworking and dedicated Medical Assistant with experience in the field
- Flexible, Determined and Personable with the patients
- Able to work under pressure and deal with high traffic environments
- Enjoy working with people and sensitive to patients needs



Clinical Skills:

- CPR Certified HIPAA Certificate Medical Terminology
- Anatomy and Physiology Instrument Sterilization Phlebotomy
- Vital signs Taking EKGs ICD 9 and CPT codes
- Patient care Injections Urinalysis
- Medisoft Pharmacology HCT/HGB
- Minor surgery WBC/RBC Microsoft Word
- Keyboard (40WPM) Excel, Power point Customer Service
- Telephone Reception Oral/ Written Communication HIV Prevention Certificate
- X-ray Developing Laser Treatments Filing Charts
- Setting up nails trays Autoclaving Wrapping Instruments
- Surgical Tray Set-Up



Work Experience:

Medical Assistant

May 2006-September 2011, Seattle Dermatology Downtown Office, Seattle, WA

- Responsible for restocking rooms, providing biopsy care, writing physician referel letters, removing moles and sutures.
- Handled patients calls on a multi line phone system and took patient intakes including vitals and medical history.
- Prepared the botox and collagen chemicals for use
- Billed Medical Insurances and helped schedule appointments for patients

Medical Assistant

March 2003-September 2005, Dr. Noel Beet, Urology, Seattle, WA

- Responsible for the front office, taking care of patient billing, doing patient intakes and vitals, scheduling appointments and answering the phones
- Assisted the doctor during surgeries and during vasectomy and reversals.



Certification:

- Medical Assistant Certification from Westbrook Community College, graduated March 2001

References:

- References are available upon request

<http://medicalassistanthq.net>

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