

[Your Name]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

Objective

Medical Assistant/Technologist position for a private practice.

Professional Experience

Patient Service Technician/Unit Clerk

1989 - Present

OAK TREE COMMUNITY HOSPITAL, Coronary Care Unit, Columbus, Indiana

- Order lab work and x-rays
- Prioritize patient daily care according to acuity and scheduled patient procedures
- Assist patients with A.M. care, take vital signs, prep for procedures, draw blood, and obtain specimens
- Maintain and set up patient rooms
- Perform preventive maintenance on emergency equipment
- Assist with patient and family education
- Assist R.N. with sterile and non-sterile dressing changes
- Perform EKGs
- Trained in Phlebotomy
- Utilize PC to enter and retrieve patient data
- Answer multi-line phone, operate fax and copy machine

Office Assistant, (6-month part-time position)

1995

GARTH FORT, M.D., Columbus, Indiana

- Answered phone, scheduled patients
- Greeted patients
- Updated patient charts

Education

In-house training programs, *Oak Tree Community Hospital*

EKG, 1993

Phlebotomy, 1993

Tech Class, 1992

Unit Clerk Class, 1990

Nursing Assistant Class, 1989

CPR Certified, since 1989

Elm Tree Community College

Computer training: WordPerfect I, Certificate 1995

Maple Grove State University

Major: Pre-Veterinarian, 1989-1990