**Don’t know where to begin? Click the link to** [**have your resume written today by a certified resume writer**](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Top_Link&utm_campaign=MSWord_Download_Push)**.**

**Medical Assistant Resume Sample**

(xxx)-xxx-xxxx | your@email.com | 123 Your Address, City, State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAREER OBJECTIVE**

Attentive Medical Assistant with 5 years of experience in performing administrative and clinical tasks in various healthcare environments. Looking to apply my background in managed healthcare to help fulfill any medical assistant needs at [target organization]. My experience as a medical assistant and ability to thrive using different medical technologies will allow me to immediately contribute toward the welfare of your hospital and its patients.

**PROFESSIONAL EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MOUNTAIN VISTA REGIONAL HOSPITAL, Denver, CO August 2014 - Present

*Medical Assistant*

* Take and monitor vital signs for upwards of 50 patients a day
* Record, manage, and update patient information and medical histories in accordance with HIPAA regulations
* Perform venipunctures and injections more than 15 times a day
* Prep patients for exams and medical procedures
* Oversee the distribution of patient medication to a wing of 35 hospital beds
* Clean and sanitize tools and equipment daily
* Administer throat cultures and urinalyses

WATANGA URGENT CARE FACILITY,Aurora, CO June 2012 – July 2014

*Medical Assistant*

* Communicated and liaised with patients and visitors
* Provided administrative support to an office of 5 physicians and 3 nurses
* Performed scheduling and rescheduling duties for more than 250 patients a week
* Dressed wounds and administered medication according to the specifications of physicians
* Maintained calendars for 3 full-time physicians
* Ensured cleanliness and order of triage facilities in compliance with OSHA regulations

**EDUCATION & CERTIFICATIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Associate of Applied Science in Medical Assisting, COLORADO MOUNTAIN COLLEGE

Edwards, CO, May 2012

Certificate of Occupational Proficiency: Phlebotomy, 2012

Certified Medical Assistant (AAMA), 2013

CPR & First Aid Certification (ARC), 2016

**ADDITIONAL SKILLS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Proficient with Meditech and EMR software
* Knowledge of ICD-10-CM and HIPAA & OSHA regulations
* Bilingual (Spanish)

Hello, Job Seeker!

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone has difficulties making a resume. For a high quality resume that will help you land more interviews, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=MSWord_Rez_Samples&utm_medium=RWD_Link_2&utm_campaign=MSWord_Download_Push).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumecompanion.com/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

* [Cover Letter Builder](https://resumecompanion.com/cover-letter-builder/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Builder_Link&utm_campaign=MSWord_Download_Push)
* [How to Write a Cover Letter](https://resumecompanion.com/how-to-write-a-cover-letter/?utm_source=MSWord_Rez_Samples&utm_medium=CL_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)