**Medical Assistant Resume Sample**

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

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**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**

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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**

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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)