Sarah Michelle – CMA

12345 W. 123rd St Kansas City, KS 12345

555.555.5555 [medicalassisting.edu@gmail.com](mailto:medicalassisting.edu@gmail.com)

# Objective

Seeking a position as a medical assistant where I can utilize my previous work experience and education in order to provide high quality, passionate healthcare to families.

# Certification

* Certified Medical Assistant from the American Association of Medical Assistants, March 2006
* CPR certified, expires June 26, 2013
* Registered Phlebotomy Technician , November 2009

# Education

* Completed the Medical Assistant program at Awesome College in February 2003
* Graduated from Kansas City High School in May 2002
  + Class valedictorian

# Clinical and Administrative Skills

* CPR Certified
* HIPAA Certificate
* Medical Terminology
* Anatomy and Physiology
* Instrument Sterilization
* Phlebotomy
* Vital signs
* Taking EKGS
* Patient care
* Injections
* Urinalysis
* Medisoft
* X-ray
* Filing Charts
* Autoclaving
* Wrapping Instruments
* Surgical Tray Set-Up
* Excel and Power Point proficient
* Customer Service
* Telephone Reception
* Oral/ Written Communication
* Insurance billing and coding and organization in filing

# Work Experience

**University of Kansas Hospital Clinic** (Kansas City, MO)

Certified Medical Assistant (July 2006 – October 2011)

Responsible for all of the insurance coding and filing. Recorded vital signs and took blood samples from incoming patients. Supervised all training, performance, and development for new employees.

**Dr. Houston Family Practice** (Overland Park, KS)

Medical Assistant (April 2003 – June 2006)

Responsible for managing the front desk, including answering phones, scheduling appointments, and filing insurance and patient records. Assisted Dr. with gathering history and taking vital signs of patients.

References available upon request