![decorative elements
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| woman's headshot | |  | Amanda Lopez Experience *Certified Medical Assistant* ***•*** *UNC Health* ***•*** *Asheville, NC*  **November 2021 – Present**   * Coordinate patient appointments for a busy dermatology department, scheduling an average of 50 appointments per day * Develop medical assistant training modules covering clinical procedures, medical record documentation, and administrative tasks, resulting in a 30% reduction in training time * Conduct a variety of diagnostic tests, including EKGs, pulmonary function tests, and phlebotomy, ensuring accurate results and timely communication with physicians   *Certified Medical Assistant* ***•*** *Novant Health* ***•*** *Winston-Salem,NC*  **June 2017 – November 2021**   * Conducted an average of 15 patient intake exams daily, ensuring accurate documentation and timely completion of medical records * Received an average patient satisfaction score of 4.8 out of 5 in post-visit surveys by demonstrating exceptional patient communication and support. * Collaborated with physicians, nurses, and other healthcare professionals to ensure coordinated patient care and efficient clinic operations  EducationAssociate of Applied Science (A.A.S.) Medical Assistance  * Haywood Community College, Clyde, NC, September 2015 – June 2017  Certification  * Nationally Certified Medical Assistant (NCMA), NCCT, 2020 * Certified Medical Assistant (CMA), AAMA, 2017  Key Skills  * Medical Billing and Coding * Medical Equipment Operation * Office Administration * Patient Care * Phlebotomy |
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| Marker | City, State Abbreviation  Zip Code |
|  | |
| Receiver | (123) 456-7890 |
|  | |
| Email | email@example.com |
|  | |
| World | LinkedIn | Portfolio |
| Profile Compassionate and detail-oriented Certified Medical Assistant with over six years of clinical experience in a fast-paced healthcare environment. Seeking a position with Heather Valley Clinic as a Medical Assistant. Possesses exceptional communication and interpersonal skills, with a proven track record of providing high-quality patient care. | |  |