

| woman's headshot |  | Amanda LopezExperience*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 AbbreviationZip Code |
|  |
| Receiver | (123) 456-7890 |
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| Email | email@example.com |
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| World | LinkedIn | Portfolio |
| ProfileCompassionate 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.  |  |