



City, State Abbreviation
Zip Code



(123) 456-7890



email@example.com



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.

AMANDA LOPEZ

PROFESSIONAL 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

EDUCATION

Associate 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

- Patient Care
- Medical Billing and Coding
- Phlebotomy
- Medical Equipment Operation
- Office Administration