



City, State Abbreviation  
Zip Code



(123) 456-7890



email@example.com



LinkedIn

## PROFILE

Motivated soon-to-be Certified Medical Assistant with two years of hands-on experience providing quality patient care and administrative support in fast-paced health care settings. Prioritizes clear communication and education for patients. Collaborates well with medical providers in preparation for examinations or treatments while maintaining a clean environment.

# ANDREW CASTILLO

## PROFESSIONAL EXPERIENCE

*Medical Assistant Trainee • Sun Valley Medical Center • San Diego, CA*

### January 2023 – present

- Assist in basic clinical tasks such as recording vital signs and sterilizing medical equipment under the supervision of senior medical staff
- Administer medication accurately to more than 25 patients per shift under the supervision of the attending physician
- Provide direct patient care and explain what to expect before, during, and after procedures
- Manage front-office duties, from scheduling appointments to handling medical billing

*Medical Assistant Intern • Mountain Family Health • Scranton, PA*

### August 2022 – December 2022

- Supported physicians in the care of over 200 patients, performing preliminary vital sign checks and taking medical histories
- Maintained a clean and organized clinical environment for staff and patients
- Collaborated with 12 nurses and doctors to prepare patients for examinations and medical treatments
- Observed and learned from health care professionals while gaining hands-on experience

## EDUCATION

### Medical Assistant Program

- Pennsylvania College of Technology, Wellsboro, PA, Expected: June 2024

## CERTIFICATION

- Registered Medical Assistant, American Medical Technologists, Expected: 2024
- Basic Life Support, American Heart Association, 2022

## KEY SKILLS

- Adaptability
- Effective communication
- Medical billing and scheduling
- Medication administration
- Organization