



# David Martinez

Enthusiastic and detail-oriented medical assistant extern with real-world experience gained through clinical training. Skilled in patient intake, vital signs monitoring, and EHR documentation. Passionate about providing quality patient care and eager to apply classroom knowledge in a professional health care setting.

## CONTACT

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## KEY SKILLS

- Patient intake and medical history
- Vital signs monitoring
- EHR
- Specimen collection and processing
- Appointment scheduling

## EDUCATION

Associate of Applied Science (A.A.S.)  
Medical Assisting  
City Technical Institute, City, ST May 2018

## PROFESSIONAL EXPERIENCE

### Medical Assistant Extern | October 2024 - Present

City Medical Center, City, ST

- Assist health care providers in patient intake, including recording vital signs and updating medical histories
- Support administrative tasks, such as appointment scheduling and insurance verification
- Prepare exam rooms and sterilize medical instruments, ensuring compliance with infection control protocols

### Front Desk Assistant | June 2023 - October 2024

ABC Family Practice, City, ST

- Managed patient check-in and check-out procedures, improving clinic efficiency
- Assisted with EHR data entry, ensuring accurate documentation for over 50 patients per day
- Provided basic patient instructions and answered inquiries, enhancing the patient experience

## CERTIFICATIONS

- Certified Medical Assistant (CMA), AAMA, January 2024