







# Emily Roberts

## Compassionate OB-GYN Medical Assistant With Expertise in Women's Health

Dedicated OB-GYN Medical Assistant with six years of experience providing quality patient care in obstetrics and gynecology settings. Skilled in assisting with prenatal exams, patient education, and minor gynecological procedures. Adept at maintaining patient confidentiality and fostering a comfortable clinical environment.

## CONTACT

-  (123) 456-7890
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-  LinkedIn | Portfolio
-  Phoenix, AZ 12345

## KEY SKILLS

- Prenatal care support
- Pelvic exams and procedures
- Patient education on reproductive health
- EHR management
- Phlebotomy and specimen collection

## PROFESSIONAL EXPERIENCE

**OB-GYN Medical Assistant** | Women's Health Clinic, City, ST  
March 2020 - Present

- Assist OB-GYN physicians with prenatal exams, pap smears, and IUD insertions, ensuring patient comfort and care
- Educate patients on prenatal nutrition, birth control options, and reproductive health, improving patient awareness by 40%
- Manage patient records and document medical histories in the EHR system, reducing administrative errors by 25%

**Medical Assistant** | City Women's Wellness Center, City, ST  
June 2018 - February 2020

- Conducted patient intake, recorded medical histories, and prepared patients for exams
- Collected lab samples for STI screenings and assisted with minor outpatient procedures
- Scheduled patient appointments and coordinated follow-up care, increasing office efficiency

## EDUCATION

**Associate of Applied Science (A.A.S.) Medical Assisting**  
City College, City, ST | May 2018

## CERTIFICATIONS

Certified Medical Assistant (CMA), AAMA, July 2018  
Basic Life Support (BLS), American Heart Association, June 2018