






# James Allen


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.

## CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 LinkedIn

 City, State Abbreviation zip code

## EDUCATION

Medical Assistant Program, Expected:  
June 2024  
Pennsylvania College of Technology,  
Wellsboro, PA

## KEY SKILLS

- Adaptability
- Effective communication
- Medical billing and scheduling
- Medication administration
- Organization
- Patient care and education

## PROFESSIONAL EXPERIENCE

**Medical Assistant Trainee | January 2023 - Present**  
Sun Valley Medical Center, San Diego, CA

- 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
- Digitized over 1,000 patient records to improve record accuracy and confidentiality

**Medical Assistant Intern | August 2022 - December 2022**  
Mountain Family Health, Scranton, PA

- 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
- Helped implement a new patient intake process to shorten average in-room wait time by 15 minutes

## CERTIFICATIONS

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