



John Smith

Dedicated entry-level medical assistant eager to provide quality patient care

Compassionate and detail-oriented entry-level medical assistant with strong foundational knowledge of patient care, medical terminology, and administrative support. Recently completed medical assistant training with hands-on experience in clinical and administrative tasks. Passionate about improving patient experiences and supporting health care teams.

CONTACT INFORMATION



(123) 456-7890



johnsmith@email.com



LinkedIn



City, ST

EDUCATION

Associate of Applied Science (A.A.S.)
Medical Assisting City Technical Institute
| City, ST | December 2024

PROFESSIONAL EXPERIENCE

MEDICAL ASSISTANT EXTERN I CITY HEALTH CLINIC, CITY, ST
AUGUST 2024 – DECEMBER 2024

- Assisted in patient intake by recording vital signs and medical histories, ensuring accuracy in documentation
- Managed appointment scheduling and patient check-ins, reducing wait times by 20%
- Educated patients on pre- and post-procedure care, improving patient compliance

ADMINISTRATIVE INTERN I ABC FAMILY PRACTICE, CITY, ST
JANUARY 2024 – JULY 2024

- Provided front desk support, answering calls and coordinating patient appointments
- Processed insurance forms and updated patient records in the EHR system
- Assisted with inventory management, ensuring essential supplies were stocked

CERTIFICATIONS

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