

# PERSONAL DETAILS

Date of Birth 24th December, 1994

**Nationality**United States

Marital Status Single

#### **Address**

123 Anywhere St., Any City, ST 12345

### **EDUCATION**

Bachelor of Science in Healthcare Management, Borcelle State University (2009 - 2014)

**GPA** 3.71

### **RELEVANT COURSES**

Public Health, Introduction to Healthcare Informatics, Research Methods in Healthcare

## LANGUAGES

English
Spanish
Mandarin

# CELINE ANDERSON

## MEDICAL ASSISTANT

I have a friendly and conscientious personality. In addition, I have experience as a nurse and part of the Intensive Care Unit (ICU) interview for six months in a well-known hospital in the capital city. Armed with a strong and thorough work ethic, I can be relied upon as a nurse serving the hospital's totality.

CONTACT

- +123-456-7890
- hello@reallygreatsite.com
- @reallygreatsite

## **WORK EXPERIENCES**

## Lead Medical Assitant at Fauget Hospital April 2018-August 2020

- Prepare the exam room & set up instruments and equipment according to the protocol.
- Documented patient medical histories, complaints, and all patient-related communications
- Assisted with an examination, procedure, and treatments

### **Medical Assitant at Healthcare**

February 2020-March 2022

- Work in rapid care clinics to triage patients, take vital signs, and assist with all areas of patient care.
- Managed EHR documentation for all visits, resulting in 18% fewer errors than average
- Helping patients with their daily needs, which resulted in 98% positive feedback in patient surveys

## **SKILLS**

- Patient Assessment
- Clinical Research
- HIPAA Compliance Training
- Recording Patient Medical History
- Electrocardiogram (EKG)
- Administering Injections

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