

Jane Doe

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Address: 123 Main Street, City, State ZIP

Professional Summary

Dedicated Medical Assistant with experience in providing compassionate patient care, assisting physicians, and performing administrative tasks in a fast-paced healthcare environment.

Skills

Patient Intake & Vital Signs

Medical Records Management

Phlebotomy & Injections

Appointment Scheduling

Electronic Health Records (EHR)

Team Collaboration

Work Experience

Medical Assistant Jan 2022 – Present

Sunrise Family Clinic, City, State

Assisted in patient exams, recorded vital signs, and supported physicians in daily operations.

Managed patient appointments and updated electronic medical records accurately.

Medical Assistant Extern Jun 2021 – Dec 2021

City Health Center, City, State

Provided front-desk administrative support and helped with patient flow management.

Education

Certificate in Medical Assisting

Community College Name, City, State – 2021

High School Diploma

High School Name, City, State – 2019

Certifications

Certified Medical Assistant (CMA) – AAMA

CPR & First Aid Certified

References

Available upon request.