

Jane Doe

123 Main Street, City, State ZIP
(123) 456-7890 • jane.doe@email.com

Professional Summary

Dedicated and compassionate Medical Assistant with 3+ years of experience supporting physicians and delivering patient-centered care. Proficient in administering injections, taking vital signs, and maintaining medical records.

Skills

- Patient Care & Communication
- Electronic Health Records (EHR)
- Vital Signs & Clinical Procedures
- Medical Terminology
- Phlebotomy & Injections
- Appointment Scheduling

Experience

Medical Assistant, ABC Family Clinic

Jan 2021 – Present

- Assist physicians in patient examinations and minor procedures.
- Record vital signs and update electronic health records daily.
- Administer immunizations and collect blood samples for testing.

Medical Assistant Intern, City Health Center

Jun 2020 – Dec 2020

- Supported administrative and clinical staff with daily operations.
- Assisted in maintaining clean and organized exam rooms.

Education

Diploma in Medical Assisting
City College, Anytown, ST
2020

Certifications

- Certified Medical Assistant (CMA), AAMA
- CPR and First Aid Certified