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| --- | --- |
| Laura Smith | 222 Cloud Road.  Riverhead, NY 11901  631.555.5555  smitll2200@mail.sunysuffolk.edu |

SKILLS

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| --- | --- | --- |
| * Patient Assessment * Patient preparation * Administering injections | * Documentation * Communication * Appointment scheduling | * Collaboration * Microsoft Office Suite * Conversational Spanish |

PROFESSONAL EXPERIENCE

12/2023 – Present **Medical Assistant**, MedEx – Riverhead, NY

* Monitor and record an average of 40 patients per day including obtaining vital signs and prepping for medical treatment
* Electronically order labs, x-rays, and medical supplies as directed.
* Assist nurses and physicians with various forms of patient treatment and care.

MM/YYYY – MM/YYYY **Your Job Title**, Company Name – City, ST

* Quantified resume bullet points showing your accomplishments
* Start with action verb showing you get things done
* Emphasize key words in job description

MM/YYYY – MM/YYYY **Your Job Title**, Company Name – City, ST

* Quantified resume bullet points showing your accomplishments
* Start with action verb showing you get things done
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EDUCATION

Graduating MM/YYYY Certificate in Medical Assisting

Suffolk County Community College - Riverhead, NY

Graduated 05/22023 Associate of Arts, General Studies

Suffolk County Community College - Riverhead, NY

CERTIFICATIONS

* Certified Medical Assistant, American Association of Medical Assistants, 2023
* Certified Phlebotomy Technician, (CPT), NPA 2023

REFERENCES

Available upon request