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| --- | --- |
| Laura Smith | 222 Cloud Road.Riverhead, NY 11901631.555.5555smitll2200@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
* Emphasize key words in job description

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