

Linus Pauling

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503-978-5600

Objective: To obtain a Medical Assistant position

Summary of Qualifications

Experienced AAMA certified medical assistant with over six years of customer service skills. Extensive computer abilities in MS Office, Publisher, Internet research and e-mail. Held campus leadership position, encouraged participation and planned events while managing time and priorities to excel in classes.

Education

Portland Community College:

Associate of Applied Sciences

Expected 6-07

Certificate of Medical Assistant - 3.5 GPA in major

06-06

Club Coordinator - Initiated Medical Assisting Club, advised leaders, participated in Diabetes walk;

Took vitals and conducted visual and hearing screenings at PCC sponsored health fair

Hillsboro High School: Certificate of Nurse Assisting

6-04

Relevant Experience

Clinical Skills:

- Room patients comfortable working with youth to elderly including end of life stage, take and record accurate vital signs
- Assist health care provider during visit, anticipated needs depending on procedure
- Fulfill patient requests, support communication between the physician and patient
- Knowledgeable in medical terminology and medications - chart, transcribe notes, call in and receive orders from various providers or facilities
- Perform laboratory tests and procedures with safety and efficacy
- Conducted extra self-study regarding patient conditions

Administrative Skills:

- Communicate effectively for patient to understand medical plan and instructions Encourage patient questions and strive to resolve concerns
- Triage patient calls and document detailed information for health care team
- Accurately organize and file forms, charts and papers
- Maintain a basic understanding of ICD-9 and CPT coding
- Used self-management and problem solving skills when locating files or patient information

Employment

CNA, All's Well Medical Staffing, Portland, Oregon

10/2006 – Present

CNA, Willamette Physicians, Portland, Oregon

1/2006 – 9/2006

Administrative Asst., Mt. Hood Community College, Portland, Oregon

7/2004 – 6/2006

Cashier, Holiday House, Hillsboro, Oregon

9/2003 – 6/2006