

## **Cordelia Carrera, CMA**

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Anywhere, AL 12345

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### **Certified Medical Assistant**

Provide professional medical assistance to the MDs, RNs, and other staff members of a medical practice or interdisciplinary family healthcare center, as well as administrative, coding and billing, organizational and other necessary tasks; provide organizational aid and contribute to optimal functionality of medical office management, and in doing so, become a valuable and reliable member of medical practice personnel.

### **Skills and Qualifications**

- Taking vital signs
- Phlebotomy
- Injections
- Blood tests
- Urinalysis
- Patient histories and education
- Patient documentation
- Filing, answering phones, administrative tasks
- Data entry, medical records management
- Medical Office Management

### **Education and Training**

*College City University*

Anywhere, AL

**Medical Assistant Program - Diploma and Certification** - awarded June 2012

- Completed a one year Medical Assistant Certification Training program at University of College City. Completed all course and clinical hour requirements, with hands-on training experience and additional course training in medical coding and billing.

*Technical School of College City University*

Anywhere, AL

**Phlebotomy Certification** - awarded October 2011

- Completed all course requirements for phlebotomy certification with highest passing
- Developed hands-on and professional phlebotomy experience as part of a six-week internship at a volunteer program at the Anywhere Blood Bank, where blood was drawn from donors and reserved for blood transfusions. Also aided in patient medical history documentation, and helped to educate patients on procedure before drawing blood.

*College Park High School*

**High School Diploma**

Anywhere, AL

### **Certifications/Training**

- Certified Medical Assistant
- First Aid Certified
- EKG-ECG Certification
- Certified Phlebotomy Technician
- Medical Billing and Coding Course
- CPR Certified

## **Professional Experience and Related Work History**

### **Certified Phlebotomy Technician**

*Anywhere Blood Bank*

Anywhere, AL

- Worked voluntary as phlebotomy technician in a blood bank
- Drew blood from donors for purposes of reserving for medical procedures and blood transfusions
- Help with patient intake and documenting medical histories
- Help with patients who needed personal attention after blood was drawn, due to shaky, light-headed and/or dizzy conditions that can occur
- Light administrative duties such as answering phones, filing, patient history document filing, and review of blood drawing procedures with donors

### **Certified Medical Assistant Trainee**

*College City University CMA Program Internship and Clinical Study*

Anywhere, AL

- As part of the CMA program at College City University CMA Program, an internship was set up through the participating program at the adjacent Anywhere College City University Hospital and Medical Research Center. Hands-on experience was acquired by taking patient vitals, drawing blood, helping with office management, billing and coding, and gaining professional experience in a medical setting.
- Completed clinical hour requirements in this internship
- Recommendations were enthusiastically given by several RNs and MDs there