

KAREN JACKSON, CMA

Street Name, City Name, State #####
###-###-#### ▪ email@email.com

CERTIFIED MEDICAL ASSISTANT

Highly motivated recent graduate of an accredited Medical Assistant program seeking to apply administrative and clinical skills in a family practice environment.

SKILLS

- Phlebotomy
- EKGs
- Vital Signs
- Patient Interviews
- Appointment Scheduling
- Data Entry (Type 55+ wpm)
- ICD-10 Codes
- Insurance Authorizations / Billing
- Recordkeeping / HIPAA
- Medical Reception
- Patient Relations
- Microsoft Office

EDUCATION

Medical Assisting Diploma, May 2012

EVEREST BUSINESS SCHOOL – Buffalo, NY

GPA: 3.8

Relevant coursework included Medical Terminology, Medical Billing and Coding, Computerized Medical Office, Laboratory Procedures, Records Management, and Principles of Pharmacology

RELATED EXPERIENCE

Completed 160 hours in Medical Assistant externships

DR. ROMANO – Buffalo, NY (March 2012 to May 2012)

Provided procedural and examination assistance to a physician specializing in internal medicine. Charted vital signs and EKGs. Performed phlebotomy, vision and hearing exams, and urinalysis. Sterilized instruments. Assisted with inventory management. Ordered supplies. Answered and routed calls on multi-line telephone system.

AMHERST FAMILY CLINIC – Amherst, NY (January 2012 to March 2012)

Provided direct patient care and administrative support at this walk-in, urgent care clinic. Prepared examination rooms. Took and charted vital signs. Performed phlebotomy and EKGs. Filled in for receptionist as needed.

CERTIFICATIONS

CPR / First Aid

Scheduled to sit for Certified Medical Assistant (CMA) exam in December

ADDITIONAL WORK HISTORY

THE GAP – Amherst, NY (September 2009 to July 2012)

Sales Representative

Provide exceptional service and sales support for customers of this leading apparel retailer. Display merchandise according to store specifications. Listen to customer needs in order to effectively assist with selection and purchase. Partner with co-workers to meet store productivity goals.

- Commended by management for consistent work ethic and commitment to customer service.
- Earned “Employee of the Month” award two times.
- Selected to train new employees on store procedures.