JESSICA MARTINEZ

MEDICAL ASSISTANT

P: (555) 123-4567 **E:** jessica.martinez@email.com **A:** Los Angeles, CA 90001 **L:** linkedin.com/in/jessicamartinez

PROFESSIONAL SUMMARY

Compassionate and detail-oriented Medical Assistant with 4+ years of experience in clinical and administrative support. Proficient in patient care, vital signs monitoring, EHR systems, and office procedures. Dedicated to providing excellent patient experiences and supporting healthcare teams in fast-paced environments.
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WORK EXPERIENCE

2023 – Present **Medical Assistant**
Healthy Life Medical Center | Los Angeles, CA

- Room patients and prepare them for examinations.
- Measure and record vital signs, height, weight.
- Assist providers with minor procedures and treatments.
- Maintain accurate patient records in EHR system (Epic).
- Schedule appointments and follow up on patient referrals.
- Ensure exam rooms are clean, organized.

2021 – 2023 **Medical Assistant**
Sunrise Family Clinic | Los Angeles, CA

- Room patients and prepare them for examinations.
- Measure and record vital signs, height, weight.
- Assist providers with minor procedures and treatments.
- Maintain accurate patient records in EHR system (Epic).
- Schedule appointments and follow up on patient referrals.

EDUCATION

Associate of Applied Science in Medical Assisting
West Coast Career College
Los Angeles, CA
2021

CERTIFICATIONS

Medical Assistant (CMA)
American Heart Association

CPR/BLS Certification
American Heart Association

ADDITIONAL INFORMATION

LANGUAGES

- English (Fluent)
- Spanish (Conversational)

TECHNICAL SKILLS

- EHR: Epic, NextGen, eClinicalWorks
- Microsoft Office (Word, Excel, Outlook)
- Medical Billing & Coding Basics
- Data Entry & Record Management

VOLUNTEER EXPERIENCE

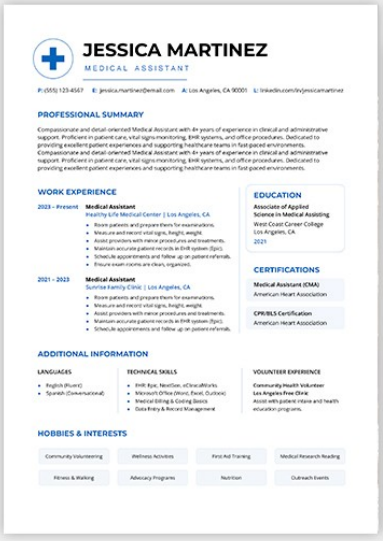
Community Health Volunteer
Los Angeles Free Clinic
Assist with patient intake and health education programs.

HOBBIES & INTERESTS

Community Volunteering | Wellness Activities | First Aid Training | Medical Research Reading
Fitness & Walking | Advocacy Programs | Nutrition | Outreach Events

A4 / US Letter

Available in Google Docs and MS Word





READY FOR PRINT

EASY TO EDIT