

City, State Abbreviation
Zip Code

(123) 456-7890

email@example.com

LinkedIn

Profile

Compassionate and detail-oriented Certified Medical Assistant with over six years of clinical experience in a fast-paced health care environment. Seeking a position with Heather Valley Clinic as a medical assistant. Possesses solid communication and interpersonal skills, with a proven track record of providing high-quality patient care.

Amanda Lopez

Professional Experience

Certified Medical Assistant • UNC Health • Asheville, NC

November 2021 – present

- Coordinate patient appointments for a busy dermatology department, scheduling an average of 50 appointments per day
- Work with attending physicians to prepare new and existing patients to be examined
- Develop medical assistant training modules covering clinical procedures and administrative tasks, resulting in a 30% reduction in training time
- Conduct a variety of diagnostic tests, including skin biopsies and patch testing for allergic reactions

Certified Medical Assistant • Novant Health • Winston-Salem, NC

June 2017 – November 2021

- Performed an average of 15 patient intake exams daily, ensuring accurate documentation and timely completion of medical records
- Initiated peer-mentor program for new medical assistants to improve onboarding
- Received a consistent patient satisfaction score of 4.8 out of 5 in post-visit surveys by demonstrating quality patient communication and support

Education

Associate of Applied Science (A.A.S.) Medical Assistance

- Haywood Community College, Clyde, NC, September 2015 – June 2017

Certification

- Certified Dermatology Tech, Association of Certified Dermatology Techs, 2022
- Nationally Certified Medical Assistant, National Center for Competency Training, 2022

Key Skills

- Medical billing and coding
- Patient care
- Phlebotomy
- Office administration
- Team collaboration