Sarah Jenkins

Certified Medical Assistant

Clinical Medical Assistant with over 8 years of experience in high-volume multispecialty environments. Expert in coordinating patient flow, executing complex clinical procedures, and maintaining administrative precision. Committed to delivering compassionate patient care while optimizing clinic operations through EMR mastery and proactive triage.

Education

Associate of Applied Science in Medical Assisting
Austin Community College, Austin, TX
Graduated: May 2016

Certified Medical Assistant (CMA)
American Association of Medical Assistants (AAMA)
Active Since: July 2016

Professional Experience

Senior Medical Assistant
Austin Multispecialty Clinic, Austin, TX
January 2020 – Present

- Improved patient throughput by 20% by restructuring the intake process and implementing a proactive rooming strategy for 12 physicians
- Spearheaded the transition to Epic EMR across three clinic locations, training 15 staff members on clinical documentation and patient charting
- Collaborated with lead clinicians to develop standardized triage protocols, resulting in a 15% reduction in average patient wait times
- Manage medical supply inventory and vendor relations, successfully reducing monthly clinical supply costs by 12% through waste reduction

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Clinical Medical Assistant
Westside Family Practice, Austin, TX
June 2017 – December 2019

- Assisted in minor surgical procedures, including biopsies and suturing, maintaining a 100% sterile field and positive patient outcomes
- Performed daily phlebotomy, EKG testing, and pulmonary function tests for an average of 35 patients per shift in a fast-paced environment
- Achieved a 98% accuracy rating in patient record management and prescription pre-authorizations using AthenaHealth
- Maintained consistently high patient satisfaction scores by providing clear post-procedural education and compassionate care

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Medical Assistant
Northside Urgent Care, Austin, TX
May 2016 – May 2017

- Executed rapid triage for walk-in patients, assessing vital signs and chief complaints to prioritize critical care needs
- Supported physician-led treatments for acute injuries, including splinting, wound irrigation, and basic life support measures

Contact

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Soft Skills

- Patient Advocacy
- Time Management
- Conflict Resolution
- Team Collaboration
- Adaptability

Hard Skills

Clinical Procedures:
Proficient in phlebotomy, EKG administration, wound care, and sterile vaccine preparation for pediatric and adult patients

Administrative Efficiency:
Expertise in high-volume triage, insurance verification, and appointment scheduling via Epic, AthenaHealth, and NextGen EMR systems

Regulatory Compliance:
Thorough knowledge of HIPAA standards, OSHA safety regulations, and infection control protocols within multispecialty clinical settings