



Emily Parker

Certified Medical Assistant

Meticulous, patient-focused Certified Medical Assistant with 10+ years of extensive experience in providing a variety of healthcare services and administrative assistant to support organizational objectives. Possess a genuine passion for delivering premium, compassionate patient care, and helping diverse people within the healthcare industry. Exceptionally organized and focused, adept at managing multiple responsibilities in a fast-paced and high-stressing environment.

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WORK EXPERIENCE

Medical Assistant
First Choice Health Institute
08/2015 – Present | Dallas, TX

- Support the implementation of quality assurance and control program to guarantee proper compliance with the OSHA, HIPAA, and CLIA regulations, resulting in improved patient satisfaction and a 12% decrease in overhead costs.
- Maintain and enhance the organization's credibility by ensuring the cleanliness and sanitation of all facilities, equipment, and exam rooms.
- Oversee multiple related responsibilities with a high level of proficiency, such as taking the patient's vital signs and medical history, as well as performing injections, venipunctures, and ancillary tests per organization's established guidelines.
- Demonstrate independence and efficiency in handling various administrative duties, including maintaining medical records and scheduling appointments, among others, enabling doctors and staff to focus on patient's healthcare concerns.

Medical Assistant
Priority Heartbeat Medical Services
02/2011 – 06/2015 | Houston, TX

- Monitored periodically and recorded the patient's vital signs, test results, and other information for proper documentation while asserting strict confidentiality.
- Accommodated the patient's and doctor's request regarding various concerns/matters related to diet programs, nutritional supplements, treatment procedures, and medical supplies availability.
- Maintained records of patients' health progress and communicated with the patients and their families to explain the medical procedure as well as the prescribed diet and medications for their continuous recovery.

Medical Office Assistant
Health & Wealth Medical Center
06/2008 – 01/2011 | Houston, TX

- Professionally attended to more than 40 patients daily through the center's phone system and appointment calendar.
- Assisted in conducting examinations and necessary lab tests for more than 500 patients and accurately recorded the results into the center's database.

SKILLS & COMPETENCIES

Patient Care | Database Management | Inventory Management | Medical Billing | Administrative Support | Prioritization | Health Regulatory Compliance | Conflict Resolution | Leadership

CERTIFICATES

- **Certified Phlebotomy Technician**
National Healthcareer Association
- **CPR & First Aid Training**
eCPRCertification.com
- **Medical Billing and Coding Certification**
American Academy of Professional Coders (AAPC)
- **Certified Medical Assistant**
American Association of Medical Assistants (AAMA)
- **Advanced Care Life Support Certification**
American Heart Association
- **Basic Life Support Certification**
American Heart Association

EDUCATION

Bachelor of Science in Healthcare Management
University of Houston
2005 – 2008

LANGUAGES

English | Spanish | French