

# ANNA L. SMITH

58 Example Street, Canton, MS 65287  
Cell: 999-898-9999, Email: \_\_\_\_\_@yahoo.com

---

## **Objective**

A Certified Medical Assistant position with CentraCare Health System where excellent communication, patient care and clerical skills can be utilized to improve the quality of patient care.

## **Summary of Qualifications**

- Over 3 years experience working as a Medical Assistant
- Medical Assistant certification through AMT (American Medical Technologists)
- Certifications: CPR, ARMA and BLS
- Adept at taking patients' vital signs; blood pressure, temperature, height, and weight
- In-depth knowledge of documenting care provided in the patient's medical record
- Hands-on experience in assisting with exams and minor procedures
- Proven ability to maintain a safe environment of for patients and staff

### Special Skills

- Inventory Control
- Sanitization
- Multiline Phone Operation
- Clerical support
- Specimen collection
- Medical terminology

## **Education**

Canton City College - Canton, Missouri  
Associate Degree in Medical Assisting – 2009

## **Professional Experience**

### **Madison River Oaks Medical Center** – Canton, Missouri

*Certified Medical Assistant* (May 2010 – Present)

- Provide direct patient care in line with the patient's condition, requirements and age
- Collect data such as biological, psychological, social, and cultural factors required for care
- Oversee medications in keeping with specified policies and procedures
- Reinforce patient teaching as determined by the physician
- Identify patient problems and arrange the plan of care
- Implement the care plan as directed by the Physician or RN

### **Dupage Medical Group** – Glen Ellyn, Illinois

*Medical Assistant* (January 2010 – May 2010)

- Assured comfort and timely attention to all patients
- Conducted all regular procedures such as hearing and sight examinations
- Assisted physicians and RN in healthcare activities
- Greeted patients during medical part of visit
- Maintained medical documentation
- Scheduled treatment, care and diagnostic tests
- Collected and labeled specimens
- Helped with examinations and procedures
- Obtained vital signs

---

## **Employment History**

- [Mention your irrelevant employments here. One line per employment in a bullet form]