Anthony Brown

Medical Assistant Resume

AREAS OF EXPERTISE

Administrative tasks

Helping people

Greeting patients

Typing & word-processing

Patient charts

Filing

Medical reception duties

Scheduling appointments

PROFESSIONAL

Fire Safety Certificate

Advanced First Aid

French Speaker

PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

PERSONAL DETAILS

Anthony Brown
Dayjob Ltd
The Big Peg
Birmingham
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PERSONAL SUMMARY

A hard working and responsible Medical Assistant who is interested in people and has a strong desire to care for the sick and injured. Anthony displays emotional maturity, maintains a high degree of integrity, and promotes a positive work environment by setting an example. He is committed to coming up with value added solutions that will help physicians to deliver high quality, cost effective healthcare. Apart from being an effective team player who contributes valuable ideas and feedback to senior managers, he is also someone who can be counted on to meet all his commitments. Right now Anthony is looking for a suitable position with a company that provides an excellent benefits package, competitive salary and superb career growth opportunities.

CAREER HISTORY

Hospital - Birmingham
MEDICAL ASSISTANT Jul 2011- Present

Responsible for performing administrative and clinical tasks to support the work of physicians and other health professionals. Also in charge of assisting physicians in providing primary health care to patients and in the management of patient care.

Duties:

- Preparing examination and treatment rooms with necessary medical instruments and administrative paperwork.
- Communicating with doctor's surgeries and hospitals.
- Providing assistance in emergency situations as directed by medical staff.
- Taking a patients vital signs as well as height and weight measurements.
- Reporting deficiencies or defects in medical equipment or procedures.
- Ensuring that the waiting room, front desk and break rooms are kept clean and well maintained.
- Taking a patient's blood pressure, temperature, pulse, respiration and weight.
- Reviewing a patient's history by interviewing them.
- Collecting and preparing specimens for laboratory analysis.
- Accountable for the ordering and managing of medical supplies.

Healthcare Centre - Coventry

TRAINEE NURSE Feb 09 - Jul 11

KEY SKILLS AND COMPETENCIES

Medical & Administration

- Trained in advanced first aid and life-saving techniques.
- A working knowledge of medical terminology, anatomy and medications.
- Accurately calculating, preparing, and administering prescribed oral and injectable medications.
- Acting as a resource and mentor to new employees.

ACADEMIC QUALIFICATIONS

Birmingham North University ***2005 - 2008***
Business Administration BA (Hons)

Birmingham South College ***2003 - 2005***
A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request.

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