

Edward Wong Medical Assistant

Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
E: info@dayjob.com



PERSONAL STATEMENT

A pleasant, multi-skilled young person who can be a valuable asset to any Physician, and who is now looking to launch a career as a Medical Assistant. Edward is a well spoken, very smartly presented and a customer orientated college leaver who has a comprehensive understanding of a wide range of administrative, surgical and medical procedures. He has knowledge of processing medical insurance claims, arranging hospital admissions and being involved in blood pressure checks, lab tests, sterilization, x-rays and diagnostic tests. He is currently looking for a suitable position with a talented and like minded healthcare team whom he can support in their continued success.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Diploma in Medical Assistant Procedures	Pass

Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass
Business Studies	Pass

COMPETENCIES

MEDICAL

- Administering drugs and medication under the supervision of a Physician.
- Interviewing patients, taking their details and measuring their vital signs like, height and weight.
- Laying out medical equipment like syringes and dressings.
- Welcoming patients and then preparing them to see the doctor or other healthcare professionals.

PROFESSIONAL

- Knowledge of the administrative procedures in a healthcare office-based role.
- Excellent organisation skills: time management; prioritisation; diary management.
- Highly IT literate, good knowledge of Word, Excel, PowerPoint, Internet.
- Maintaining accurate and up to date medical records.

PERSONAL

- Able to coordinate and efficiently organize in an office / clinical environment.
- Willingness to learn new processes and procedures.
- Reliable, dependable and thorough.
- Good timekeeping and making sure absence from work is kept to a minimum.

TRANSFERABLE SKILLS ACQUIRED WHILST STUDYING

- Explaining medical procedures and treatments to patients.
- Assisting the doctor during physical examinations.
- Responding professionally to telephone enquiries using tact, discretion and sensitivity as appropriate to the situation.
- Adhering to all clinical and administrative protocols and procedures.
- Able to audio type general letters, discharge summaries and meeting minutes accurately.
- Monitoring and meeting the needs of patients and the surgical team.
- Knowledge of the reception and front office duties in modern medical centre.
- Cleaning and sterilising instruments and disposing of contaminated supplies.
- Managing patient's appointments, according to the doctor's schedule.

HOBBIES

Edward is a keen reader of fiction and is a secretary of his local book reading club. He has made many friends through his hobby and regularly organises social events for all of them to get together. He is also a budding novelist and is half way through writing a science fiction novel.

REFERENCES – Available on request



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