**YOUR NAME**

500 Union Street

Union, NJ 07083

Mobile: 000-000-0000 Home: 000-000-000

[email@gmail.com](mailto:mnovais814@gmail.com)

**OBJECTIVE:**

To secure a position in the Medical Assisting field where my extensive clinical/administrative experience and education would be utilized in a healthcare facility.

**EDUCATION:**

**Healthcare Training Institute Union, NJ Graduated: 06/2015**

Medical Assistant Technician

• Medical Terminology • Comprehensive Anatomy & Physiology

• Medical Office Administration • Phlebotomy/EKG Technician

• Infection Control • Medical Billing/Insurance

**QUALIFICATION & SKILLS:**

• Tri-lingual: Spanish/Portuguese/ English

• Proficient in Microsoft Office/Knowledge of Computers

• Billing & Phone Skills

• CPR Certified

**PROFESSIONAL EXPERIENCE:**

A.B.C. Medical Associates Union, NJ 04/2015 – 05/2015

Medical Assistant Extern

• File and retrieve patient charts

• Schedule and confirm appointments

• Insurance verifications

• Obtain vital signs and Perform EKG

• Perform the Pulmonary Function Test

Catering Company Inc. Plainfield, NJ 10/2000 – 08/2014

Administrative Assistant

• Answer telephones and take messages/transfer calls

• Schedule appointments and update event calendars

• Maintain confidential records

• Handle incoming and outgoing mail, emails, and faxes

• Draft routine memos, billing, or other reports

• Operating computer software and maintain database/filing systems, whether electronic or paper

• Edit company correspondence and ensure document accuracy

ABC Medical Center Newark, NJ 01/1997 – 03/2000

Medical Administrative Assistant

• Prepare patient referrals

• Checking in patients at the front desk and scheduling appointments

• Interviewing patients for case histories

• Compiling medical records and charts

• Transferring lab results to the appropriate clinician