

# Robert Smith

## *Bilingual Medical Assistant*

### PERSONAL STATEMENT

Highly energetic, detail-oriented, a bilingual professional registered medical assistant with great multitasking ability. 8 yrs experience in the healthcare field with a high level of professionalism, knowledge, and courtesy.

### WORK EXPERIENCE

#### ***Bilingual Medical Assistant***

**ABC Corporation - March 2015 - March 2016**

##### *Responsibilities:*

- Reported to the clinical coordinator or practice administrator.
- Escorted patients to exam rooms, interview patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in the patients chart.
- Gave instructions to patients as instructed by a physician or physician assistant.
- Performed injections, blood draws, EKG assigned by the clinical coordinator or practice administrator.
- Kept exam rooms stocked with medical supplies.
- Took telephone messages and provide feedback and answered patient/physician/pharmacy calls.
- Triageed and processed messages from patients and front office staff to physicians and physician assistants.

#### ***Bilingual Medical Assistant***

**Delta Corporation - 2019 - 2020**

##### *Responsibilities:*

- Took the patients medical history and vital signs, as well as performing venipunctures, injections, and ancillary test.
- Provided patients with the appropriate requisition, information, and instruction for ancillary tests and procedures ordered by physicians. Provided basic education and applicable handouts to patients appropriate to their age and identified learning considerations and needs.
- Explained lab/diagnostic tests to the patient.
- Prepared patients for tests when needed.
- Administered medications or treatments (per scope of practice) to the patient as ordered by the provider or delegated by a registered nurse.
- Utilized proper procedures with special consideration for patient safety.
- `${job_description27}`

### Education

Diploma in communication - 2013(Everest Institute)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Greeting Patients, Active  
Listening, Social  
Perceptiveness.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)