

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.
- Administerd 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

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)