

Kate Holmes Medical Assistant

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PERSONAL STATEMENT

A focused, well presented and friendly individual who has a winning and accepting manner that puts people at ease. Kate is someone who will always put the patient at the forefront of everything she does. She has a professional outlook, is well organised and can bring an assortment of knowledge and skills to every area of your business. She has the ability to communicate effectively, the skills to overcome any challenges and the ability to provide outstanding services. At present she is looking for a rewarding position with a company that offers learning and mentoring opportunities as well as programs to promote employee well-being.

AREAS OF EXPERTISE

PROFESSIONAL

- Promptly responding to alarms and patient requests.
- Managing difficult, stressful or conflict situations constructively.
- Strong knowledge of all I.T packages (Microsoft Word, Excel, etc).
- Proficient with databases and patient scheduling software.
- Ensuring office expenditure is maintained within budgeted levels.
- Ability to read and comprehends medical information.
- Ability to communicate effectively at all levels.
- Remembering to follow up patients with appropriate telephone calls or letters.
- Helping patients with limited mobility move from one room to another.
- Storing hazardous medications in a safe manner.
- Ability to manage multiple changing priorities in an effective and organized fashion.
- Maintains the patient medical record, departmental records and client files.

PERSONAL

- Adaptable to change and receptive to delegated responsibilities.
- Can work well and effectively with others.
- Pursuing goals with focus and drive.
- High energy-levels and a positive attitude.
- Logical, passionate and determined when approaching problems.

CAREER HISTORY

Local Hospital - Coventry

MEDICAL ASSISTANT April 2009 – Present

Responsible for using my knowledge and expertise to ensure that all clinical processes and systems are followed appropriately and according to the guidelines laid down by senior medical managers.

Duties:

- Providing and maintaining a caring environment for patients.
- Screening telephone calls before transferring them through to the doctor or other medical staff.
- Assisting patients with the admissions process.
- Helping patients with their hygiene, ambulation, and dressing changes.
- Keeping accurate and timely patient records.
- Administering medications and injections to patients.
- Carrying out front office and reception duties when required.
- Sterilizing medical instruments.
- Identifying patients by confirming with them their date of birth, address and social security number.
- Maintaining an appropriate sterile environment for clinical procedures.
- Scheduling follow up appointments for patients.

College - Coventry

ACADEMIC QUALIFICATIONS

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|--------------------------|-------------|--|
| Birmingham North College | 2005 - 2008 | Nursing |
| Birmingham South School | 2003 - 2005 | A Levels: Maths (B) English (A) Physic (C) Geography (A) |

REFERENCES – Available on request



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