

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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 Work, Excel, PowerPoint, Internet.• Maintaining accurate and up to date medical records. |
| PERSONAL | <ul style="list-style-type: none">• 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 AQUIRED 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



Copyright information - Please read

© This Entry Level Medical Assistant [CV template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.