

## Personal statement

Mary is committed to providing the highest quality patient care and has an uncompromising approach to clinical and administrative excellence. She has experience in a wide range of healthcare settings, including inpatient and outpatient facilities, as well as assisted living facilities. On a personal level she possesses commitment, enthusiasm, common sense and is more than able to make patients feel informed, understood, and special. As an individual she has superb communication skills and is able to work as part of a team, where she will at all times interact with people in a friendly and supportive manner. Right now she is looking for a suitable position with exciting organisation that will help her to grow professionally.

## Employment History

### Local Hospital - Coventry

**MEDICAL ASSISTANT** April 2009 - Present

Responsible for maintaining a continual smooth work flow in a clinical setting and for doing this by administering prescribed medicines in accordance with procedures, maintaining accurate administrative records and ensuring that each patient has an individualised Care Plan.

#### Duties:

- Responsible for the closing activities of the surgery, i.e. locking doors, turning off lights.
- Preparing patients for examination and treatment.
- Accepting incoming mail and faxes and then distributing them to the appropriate people.
- Accepting payments from patients and providing them with receipts.
- Undressing, cleansing and positioning patients for specific procedures.
- Helping physicians prepare for minor surgeries and physical examinations.
- Administering enemas, removing casts, cleaning wounds and applying medications and dressings.
- Handling private medical documents.
- Can easily adapt to new work environments.

### Medical Centre - London

**HEALTHCARE ASSISTANT** October 2008 – April 2009

### Hospitality Company - Watford

**EVENTS CO-ORDINATOR** June 2008 – October 2008

## Areas of Expertise

Administering injections	Telephone screening	Medical terminology	Customer service
Data input	Minute taking	Greeting patients	Health & Safety
Prescription refills	Data mining	Filing	Verifying insurance

### Medical & Administrative skills

- Proficient in the use and maintenance of applicable medical equipment.
- Can communicate effectively with clients, peers, and employees at all levels within an organization.
- Setting up and clean examination rooms by changing linen and making beds.
- Ability to work in a fast paced healthcare environment.
- Answering phone calls and taking accurate, complete, and thorough messages.
- High levels of accuracy and attention to detail.

## Academic Qualifications

Birmingham North University - 2005 - 2008 - Nursing BA (Hons)

Sales & Marketing - Diploma

Birmingham South College - 2003 - 2005 - Commerce Diploma

**References** - Available on request.



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