

# Maxine Curry

## Medical Assistant

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### PERSONAL SUMMARY

A competent and capable Medical Assistant who possesses extensive clinical and administrative experience within a modern health care setting. Maxine can be relied upon to help patients by providing them with information, services, and assistance. She is confident in her ability to demonstrate competency and professional responsibility within this pressurised and demanding role. In addition to this she has a professional outlook, is well organised and can bring an assortment of knowledge and skills to every area of your operations. Right now, she is looking for a suitable position with an exciting healthcare provider that not only offers superb career prospects but also provides a competitive salary.



### CAREER HISTORY

#### *Local Hospital - Sparkbrook*

MEDICAL ASSISTANT Apr 2013 – Present

Responsible for providing patients with a high quality of care and customer service and for maintaining a safe, secure, and healthy work environment by following standards, procedures and by complying with legal regulations.

#### *Duties:*

- Preparing for patient appointments by reviewing and updating their administrative records prior to an appointment.
- Cleaning rooms between patient examinations to ensure their comfort and compliance with health regulations.
- Acting as the first point of contact for patients, and answering their questions as well as listening to concerns.
- Providing quick assistance to a wide range of medical staff as and when required in a wide range of scenarios.
- Reporting to the senior managers any incidents of accidents, complaints or defects in drugs or equipment.
- Performing routine quality checks on equipment and promptly reporting any damaged or missing equipment.
- Regularly checking that necessary drug supplies are stocked and promptly reporting when supplies are low.

*General Hospital - Birmingham* MEDICAL ASSISTANT Jun 2010 – Apr 2013

*Local Hospital - Coventry* OFFICE JUNIOR Sep 2009 – Jun 2010

### PROFESSIONAL SKILLS

#### *Sector/Industry*

- Giving patients guidance with regards to their medications, management of diseases, home treatments and special diets.
- When required, able to change dressings, apply bandages, remove sutures and carry out other first aid procedures.
- Maintaining the strictest level of confidentiality when interacting with patients, families, personnel and the public.
- Physically fit and able to remain standing and walking around for extensive periods of time throughout the day.
- Competently taking a patient's weight, height, blood pressure and accurately recording their basic medical history.
- Fully trained up in blood and urine specimen procurement, handling, recording and monitoring (phlebotomy).

#### *Personal*

- Have the unique ability to make patients with different values or background feel welcome and respected.
- Have the determination and passion needed to succeed and solve a wide variety of patient related problems.

### ACADEMIC QUALIFICATIONS

|                                 |             |   |
|---------------------------------|-------------|---|
| <i>Birmingham North College</i> | 2006 - 2009 | Administration Degree                                     |
| <i>Birmingham East College</i>  | 2005 - 2006 | Healthcare Diploma  |
| <i>Coventry South School</i>    | 2000 - 2005 | A Levels: Maths (B) English (A) Physic (C) Geography (A)  |
| <i>Coventry South School</i>    | 2000 - 2005 | O Levels: Maths (B) English (A) Physic (C) Geography (A)  |
| <i>Coventry South School</i>    | 2000 - 2005 | O Levels: History (B) IT (A) Religious Studies (A) PE (B) |

REFERENCES - Available on request



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