

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. 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.

WORK EXPERIENCE

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

AREAS OF EXPERTISE

- Patient services
- Administrative support
- Greeting patients
- Medical screening
- Medical terminology
- Medical records
- Physical tests
- Patient charts
- Making appointments
- Office procedures
- Assisting doctors
- Arranging tests

KEY SKILLS AND COMPETENCIES

- Giving patients guidance with regards to 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).

ACADEMIC QUALIFICATIONS

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

REFERENCES – Available on request



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