

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 business. 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 for everyone.



Duties:

- Preparing for patient appointments by reviewing and updating their administrative records.
- Cleaning rooms between patient visits to ensure compliance with health regulations.
- Acting as the first point of contact for patients by greeting them as they initially arrive.
- Providing quick assistance to a range of medical staff in a wide range of scenarios.
- Reporting to the senior managers, incidents of accidents, complaints or defects in drugs.
- Updating and maintain the holiday, absence and training records of nurses, doctors and staff.
- Performing routine quality checks on equipment and promptly reporting any damage.
- In charge of recording, compiling, transcribing and distributing the minutes of meetings.
- Providing a professional administrative and clerical service to facilitate office operations.
- Ensuring that all documents are as up to date as possible within the electronic filing systems.
- Checking that necessary supplies are stocked & quickly reporting when supplies are low.



Medical Healthcare Centre – Coventry

TRAINEE NURSE May 2008 - June 2012

KEY SKILLS AND COMPETENCIES

- Giving patients guidance with regards to taking their medications, home treatments and diets.
- When required able to change dressings, apply bandages, remove sutures and carry out first aid.
- Maintaining the strictest level of confidentiality when dealing with patient and public records.
- Physically fit and able to remain standing and walking around for extensive periods of time.
- Ability to produce consistently accurate administrative & medial work even whilst under pressure
- Competently taking a patient's weight, height, and blood pressure and then recording the results.
- Fully trained up in blood & urine specimen taking, handling and recording (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
Coventry South School	2000 - 2005	O Levels: Maths (B) English (A) Physic
Coventry South School	2000 - 2005	O Levels: History (B) IT (A) Religious



REFERENCES – Available on request.



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