
CLINICAL MEDICAL ASSISTANT RESUME

Objective:

Seeking the position of Clinical Medical Assistant.

Summary of Skills:

- Certified Clinical Medical Assistant with experience in application of principles of aseptic technique and infection control
 - Basic knowledge of clinical procedures, medical anatomy and physiology
 - Amazing ability to tackle difficult situation
 - Outstanding ability to gather accurate data and prepare reports
 - Ability to work effectively with diverse populations
 - Great ability to converse well in different circumstances
 - Excellent oral and written ability effective communication
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Work Experience:

Clinical Medical Assistant, August 2005 to till date
Virginia College at Montgomery, Missoula, MT

- Evaluated and treated patients within the scope of training, and capabilities as a health care professional.
- Collected and documented vital signs and history in the patient's (EMR) medical record.
- Followed precautionary measures for infection control.
- Prepared and administered medications and injections as directed by provider.
- Assisted in cleaning, sterilizing and maintaining instruments, equipments and supplies.
- Maintained clinical supply inventory and cleanliness in work areas as was required.

Clinical Medical Assistant, May 2000 to July 2005
St. Joseph's Hospital, Missoula, MT

- Explained the syllabus and catalog to the class.
 - Prepared and graded examinations based upon course objectives.
 - Implemented evaluation for outcomes assessment.
 - Achieved established results and maintained college standards of student satisfaction.
 - Submitted final grades for all students on the class roster at the designated time.
 - Maintained a separate record of attendance and grades that was labeled and turned in at the end of the term.
 - Assisted in attending faculty meetings, in-service meetings, graduation and other college events as was required by the College.
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Education:

Associate degree in Medical Assistant, Lake Tahoe Community College, South Lake Tahoe, CA

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