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# MEDICAL ASSISTANT RESUME

A medical assistant provides both administrative support and basic laboratory assistance to a medical office. While there are few if any clinical responsibilities for an individual in this field, there is still patient interaction in terms of customer service and communication. A medical assistant should have excellent organizational skills, good interpersonal communication abilities, and knowledge of confidentiality laws and procedures in their region.

A medical assistant resume should highlight not only related work experience but also education and certifications. An aspiring assistant needs to have completed at least a two-year degree program that has been endorsed by a certifying body in the field. Any resume that lacks these credentials is likely to be discarded outright by potential employers. A series of three different medical assistant resume format choices are presented below, with each one tailored to a different experience level in the field.

## Entry-Level Resume

A medical assistant who is just starting out on this career path can still put together an impressive resume despite a lack of work assistance. At this level, organizational skills should be the focus, as should any volunteer or temporary employment in a healthcare facility. The medical assistant resume example presented below highlights a temporary administrative position in a hospital, which provided skills that can translate very well to this position.

## MARK WAYNE

33 Hatching Drive  
Newark, NJ 07101

Tel: (973) 145-8811 / Email: [email]

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## SUMMARY OF QUALIFICATIONS:

Energetic, patient, and detail-oriented certified medical assistant with knowledge of patient care needs and federal confidentiality mandates. Knowledgeable of bookkeeping and filing practices, scheduling systems, and data entry. Typing speed of 70 words per minute.

Clinical skills include certification in first aid and CPR. Knowledge of proper injection routines and ability to perform vitals. Familiarity with HIPAA regulations and practices encouraged by the New Jersey State Medical Board.

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## EMPLOYMENT EXPERIENCE:

FLETCHER WILLIAMS HOSPITAL, Trenton, New Jersey  
January 2014-Present

### Office Assistant

- Serve as administrative aid for urban medical office
- Schedule appointments and make reminder calls to patients
- Maintain professional correspondence for doctors
- Ensure cleanliness and orderliness of office environment and patient records
- Periodically assist with medical preparations

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## EDUCATION AND CERTIFICATIONS:

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS (AAMA)

**Certified Medical Assistant (CMA)**, 2013

AMERICAN RED CROSS

**Basic Life Support (BLS) Certification**, 2013

TRENTON CENTRAL HIGH SCHOOL

**High School Diploma**, 2012

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## REFERENCES ARE AVAILABLE UPON REQUEST:

## Mid-Level Professional Resume

Resumes for mid-level medical assistants should include a minimum of three to five years of experience, which shows a dedication to the position and a willingness to remain current with all relevant certifications. The medical assistant

resume sample below presents two different organizations in the work experience section and also makes note of the date that Ms. Plante received her first certification. This allows a potential employer to track exactly how dedicated to the field she has been over the years.

### **Maureen Plante**

21 Reale Place, Newark, NJ 07101

Home: (973) 881-2213 | Cell: (973) 318-5062 | [email]

### **MEDICAL ASSISTANT**

- **Hardworking and responsible medical assistant** with excellent interpersonal and communication skills. High degree of personal integrity and compassion for patients. Commitment to quality of service and institutional excellence. Highly organized and detail-oriented.
- **Qualifications include certification as a medical assistant and proficiency with basic life support.** Proficiency in Microsoft Office suite and multiple scheduling programs. Typing speed of 75 words per minute. Excellent phone demeanor and ability to remain professional under stressful situations.

### **Expertise**

- Administrative management
- Patient communication and support
- Medical reception responsibilities
- Injections and immunizations
- Personal medical assistance
- Filing and institutional organization
- Calendar management
- Patient charts

### **Medical Assistant Experience**

WITTERTON MEMORIAL HOSPITAL – Newark, NJ

**Medical Assistant**, January 2012-Present

Perform administrative and clinical tasks which support health professionals. Assist in providing primary healthcare and patient management.

### **Key Responsibilities:**

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- **Clinical Assistance:** Prepare examination and treatment rooms with medical instruments and patient paperwork. Assist with patient transfer as necessary. Take patient vital signs. Provide emergency medical assistance.
- **Administrative Responsibilities:** Maintain stock of medical supplies and order replacements. Ensure that waiting room is kept clean and organized. Maintain clinical calendars and office correspondence.

NEW JERSEY STATE HOSPITAL SYSTEM – Trenton, NJ

**Medical Assistant**, July 2011-January 2012

**Trainee Nurse**, March 2010-July 2011

Hired as a trainee nurse to serve as part of the hospital medical team. Moved to medical assistant following receipt of certification. Assisted healthcare professionals and nursing staff in patient and administrative management.

### **Key Responsibilities:**

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- **Clinical Management:** Advised patients about medications and special diets. Prepared exam rooms for patients. Took patient histories. Explained specialized procedures to patients and families.
- **Administrative Assistance:** Maintained patient records. Ensured compliance with HIPAA regulations and compliance laws. Maintained clinical calendars and schedules.

### **Education & Credentials:**

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RUTGERS UNIVERSITY – New Brunswick, NJ

**BA in Health Sciences, May 2009**

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS (AAMA)

## **Certified Medical Assistant (CMA), 2011**

AMERICAN RED CROSS

**Basic Life Support (BLS) Certification, 2008**

### **Experienced Professional Resume**

Experienced medical assistants likely have at least seven years or more of experience in this specific field and have made a career out of working in medicine at a basic level. Highlighting extended training in your medical assistant resume, such as a college degree helps to prove that you are serious about this work. The medical assistant sample resume below lists three different work experiences and a college degree, all of which are common on a resume at this level.

### **Stacy MacIntyre**

[email]

50 Depot Square

Newark, NH 07101

Cell: 973.565.2011

#### **MEDICAL ASSISTANT**

**Motivated | Attentive to Detail | Patient-Oriented**

**Organized | Medically Knowledgeable**

Highly experienced and motivated medical assistant seeks a position which can help improve healthcare delivery to needy patients. Strong fund of medical knowledge, excellent computer and calendar organization skills. Terrific customer service and communication abilities.

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### **CORE KNOWLEDGE AND SKILLS:**

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- Charting expertise
- Grooming and bathing assistance
- Document procedures
- Injections and immunizations
- Imparting medical knowledge to patients
  
- Medical procedures
- Medical terminology
- Problem solving
- Office administration
- Interpersonal communication

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### **PROFESSIONAL EXPERIENCE:**

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#### **Medical Assistant**

*Newark Hospice and Human Services*

2008-Present

Provide high-level medical and administrative support in a healthcare environment. Take patient histories, manage immunization delivery, and assist in medical procedures. Provide office administrative support and calendar management.

- Take patient vital signs.
- Submit clinical documentation.
- Collect urine and fecal samples.
- Make follow-up calls for appointments and medication information.
- Provide office maintenance.
- Write reports and correspondence.
- Maintain running report of patient comments and criticism.
- Provide documentation of all appointments made and missed by patients.

#### **Medical Assistant**

2006-2008

*Franklin County Healthcare*

Assisted with patient exams and medical procedures. Provided hands-on emergency support. Solved office problems and computer-related issues. Managed communication and waiting room environment.

- Assisted patients with fluid intake.
- Planned and prepared snacks and meals for inpatients.
- Assisted in application of traction devices.
- Recorded dictations.
- Ensured compliance with HIPAA regulations.
- Maintained patient records in a secure manner.

### **Office Administrator**

2004-2006

*Carrington Hospital*

Provided office and administrative support for an academic hospital. Assisted in scheduling and correspondence. Supervised other office personnel. Maintained patient confidentiality. Resolved problems between patients and hospital and between peer employees.

- Provided reception for incoming patients.
- Managed calendars and arranged shift changes.
- Handled patient comments and criticisms.
- Prepared licensure information for doctors.
- Made travel and hotel arrangements for traveling physicians.
- Provided supervision and training for four other office employees.

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## **EDUCATION AND PROFESSIONAL DEVELOPMENT:**

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**Syracuse University**, Bachelor of Science, Health Sciences

**American Association of Medical Assistants (AAMA)**, Certified Medical Assistant

**American Red Cross**, First Aid Certification

**American Red Cross**, First Aid Certification

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