
OB GYN MEDICAL ASSISTANT RESUME

Objective:

Seeking a position as OB GYN Medical Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Ability to carry out detailed written and oral instructions
- Ability to read, understand and follow safety procedures
- Ability to collect data, complete forms, and monitor and flow sheets
- Ability to process and maintain confidential patient and business information
- Sound mathematical skills to total charges and collecting data
- Ability to communicate respectfully with patients and families

Work Experience:

OB GYN Medical Assistant
OMNI Healthcare, Inc, Charleston, SC
August 2005 to till date

- Prepared patients for examination by performing preliminary physical tests.
- Maintained patient confidence by completing and safeguarding medical records.
- Scheduled surgeries by making arrangements with the surgical center.

OB GYN Medical Assistant
Southern Maryland Hospital, Charleston, SC
May 2000 to July 2005

- Recorded initial patient history and noted vital signs.
- Administered injections and medications as ordered by physician.
- Performed phlebotomy and necessary laboratory tests.
- Relayed instructions to patients and families.

Education:

Associate Degree in Medical Assistant
University of Utah, Salt Lake City, UT

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