

---

# PEDIATRIC MEDICAL ASSISTANT RESUME

---

## Objective:

To obtain a Pediatric Medical Assistant position which will challenge me and help the organization continue to be successful.

## Summary of Skills:

- Profound knowledge and experience working health service providing facility
- Remarkable ability to enter data accurately and efficiently
- Excellent listener with good verbal and written communication skills
- Professional demeanor and excellent relationship building skills
- Organized and ability to handle multiple tasks simultaneously and effectively
- Proficient with MS Office applications, including MS Access and Excel

## Work Experience:

Pediatric Medical Assistant  
WSi Healthcare Personnel, Inc., Wilmington, DE  
August 2005 to till date

- Referred patient to appropriate resource for assistance if unable to resolve problem.
- Ensured to take patient's histories, vital signs, and document in patient chart.
- Prepared exam and treatment rooms with necessary instruments and supplies.
- Administered immunizations and other injections.
- Administered phone in patient prescriptions and document accordingly.

Pediatric Medical Assistant  
Physician Associates, Wilmington, DE  
May 2000 to July 2005

- Provided patient education and instruction and scheduled tests and treatments.
- Handled patient and employee information with appropriate sensitivity.
- Completed individual assigned work and the work of the team.
- Incorporated principles of safety and infection control into daily activities.
- Presented a professional appearance and approach with patient and staff.

## Education:

Associate Degree in Medical Assistant  
Duke University, Durham, NC

[Build your Resume Now](#)