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# PODIATRY ASSISTANT RESUME

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## Objective:

To obtain the position as Podiatry Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- In depth knowledge to assist the physician administering Podiatry related treatment.
- Remarkable experience in providing quality patient care
- Sound communication and interpersonal skills
- Profound knowledge to manage and prioritize multiple tasks
- Ability to administer telephone calls with etiquette

## Work Experience:

Podiatry Assistant  
Bath Medical Plaza, Boxboro, MA  
August 2005 to till date

- Provided unsurpassed podiatry service.
- Administered diagnosis, prescription, and assisted in treating diseases, disorders, and injuries under physician supervision.
- Assessed, diagnosed, and treat podiatry patients to assure positive quality outcomes.
- Interacted daily with patients, patient families, facility staff, and administration team.
- Provided daily dedicated support to each podiatrist.
- Managed to work independently while visiting two facilities.

Podiatry Assistant  
Sutter Health, Boxboro, MA  
May 2000 to July 2005

- Assisted the Podiatrist and surgeon in the Podiatry Clinic, Orthopedic Ward, and the Operating Room.
- Performed minor surgical procedures such as wound closure, pin removal, dressing and bandage care and immobilization.
- Performed injections and aspirations of various joints; orders and interprets skeletal radiographs.
- Performed adequate and appropriate work-up in evaluating potential surgical candidates.
- Performed admission history and physicals for pre-operative patients.

## Education:

Associate Degree in Health Sciences  
University of Iowa, Iowa City, IA

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