Your Name, M.A.

100 Mullan St. Los Angeles CA 90003 | (323) 001-0001 | email@gmail.com

**Career Objective**

Seeking the position of Medical Assistant in a challenging healthcare facility where my knowledge and experience of healthcare functions will be employed in providing exceptional support to Physicians and other medical professionals.

**Technical Skills & Abilities**

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| * Fluent in English and Spanish
* Measure vital signs and medical history
* Phlebotomy techniques
* Injection administration
* Properly handle/ dispose of bio-hazards
* Medical terminology knowledge
* Specimen collections/handling
 | * Visual Acuity
* Customer service
* Patient communication
* Work well under pressure
* Computer savvy
* Formal HIPAA complaint
* Leader ship skills
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**Work Experience**

*Cashier & Cook*, July 11, 2016 to Current

*Wingstop, West Los Angeles, CA*

* Greeted customers entering the store to ascertain what each customer wanted or needed.
* Operated a POS system to itemize and complete both dine-in and call-in orders.
* Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.
* Maintained high standards of customer service

*Nanny* , April 10, 2015 to Current

*Bachar Family, San Marino, CA*

* Performed light housekeeping and meal preparation duties.
* Promoted positive behavior.
* Provided a fun and loving environment with engaging activities.
* Kept parents informed of children's progress and behavior.

**Education Background**

Medical Assistant Program , August 05, 2020 to Current

American Career College, Los Angeles, CA

High School Diploma, Graduated June 2019

Esteban Torres High School, East Los Angeles, CA

**Trainings**

* BLS/CPR American Heart Association
* HIPAA Certified
* Phlebotomy Training Card