**First Last, MA**

1200 Nye St. Los Angeles, CA 90444

Phone: (000) 000-0000

E-mail: YourEmail@gmail.com

**Career Objective**

To seek employment with a facility in the medical field as a bilingual Medical Assistant, where I can utilize my front and back office skills, as well as develop interpersonal and communication skills to provide excellent patient care.

**Skills & Field Qualifications**

Bilingual: English/ Spanish, Microsoft Word Programs, Type 55 WPM, Medical Terminology Knowledge, Multitasking, Customer Service, Microsoft Programs

Phlebotomy Techniques, Injection and Medication Administration, EKG’s, Sterile Fields, Specimen Collections/Handling, Bandaging

**Work Experience**Babysitter, Marriot Family, Downey, CA (January 5, 2017- June 10, 2018)

* Provided a very safe, secure and clean environment
* Had to be cautious when feeding
* Ensure child’s hygiene was maintained
* Made sure child was constantly being monitored

Front End Coordinator, Party Store, Los Angeles, CA (May 17, 2017 - October 5, 2018)

* Provide outstanding customer service
* Kept stations cleaned and organized
* Managed cash registry with accuracy
* Assist customers with any questions or concerns

Customer Service, Bed Bath & Beyond, Pasadena, CA (June 05, 2014 – April 11, 2017)

* Provide outstanding customer service
* Kept stations cleaned and organized
* Assist customers with any questions or concerns

**Education**

Medical Assistant Program, American Career College, Los Angeles, CA (August 2019 - Current)

High School Diploma, Los Angeles High School, Los Angeles, CA (Completed June 2014)

**Trainings** Phlebotomy Training Card / HIPPA Certificate / BLS-CPR American Heart Association