

# Medical Assistant

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## OBJECTIVE

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Seeking a Medical Assistant position

## SUMMARY OF QUALIFICATIONS

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- Dedicated and responsible Medical Assistant with skills and experience in both
- Highly adaptive, flexible style; efficiently and competently work with diverse patient populations.
- Strengths: Highly self-motivated. Able to determine priorities and meet deadlines.
- Committed to assisting others, and work well in a team environment.
- Sensitive to patients' emotional, social and mental health needs.

## WORK EXPERIENCE

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### Medical Assistant/Dermatology

### Seattle Dermatology Center

2006-2009

- Responsibilities; twice per month travel to Juneau, Alaska for clinic. Provided biopsy care, deposited culture specimens in the lab, prepared operative reports, did cosmetic procedures such as facial veins removal, facial cysts removal or acne procedures.
- Restocked rooms, cosmetic products, referred physician letters, autoclaving, sclera therapy, skin and nails surgery, skin cancers screening, giving patients their results, dermatology reports, shaved, punched, excision and removal of moles and growth, suture removal, and micro-dermabrasion.
- Handled multi-line phones and did patient triage, Acutance history, pregnancy tests, and blood pressure.
- Prepared botox and collagen, laser facial resurfacing, and peels.
- Sold cosmetic products and educated the patients about the different types of glycolic acids and sunscreens.

### Office Manager/Medical Assistant Urology

### Nan Schneider, M.D., American Board of

2003-2005

- Managed front office, billing, prepare patients for full body exam plus take their history.
- Procedures, male and female adult urology, pediatric urology, disease of prostate, urinary incontinence, bladder dysfunction's vasectomy and reversal, impotence/infertility, cancer treatment, kidney stone disease.

- Multi-line phones triage.

**Medical Assistant**

**The Downtown Clinic, Medical Dental**

**Building**

**2001-2002**

- Prepared patients for full body exam, took their history, conducted EKG's, performed blood draws and pregnancy tests.
- Handled multi-line phone system, filed medical records, scheduled appointments, and patient triage.

**CERTIFICATION**

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**Medical Assistant Certification for the State of Washington**

**2001**

North Seattle Community College