

# Anthony Brown

## Medical Assistant

### AREAS OF EXPERTISE

*Administrative tasks*

*Helping people*

*Greeting patients*

*Typing & word-processing*

*Patient charts*

*Filing*

*Medical reception duties*

*Scheduling appointments*

*Writing correspondence*

*Administration*

*MS Office applications*

*Blood drawing procedures*

*Office operations*

*Injections & immunizations*

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my strong commitment to giving the best possible service and care to patients. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members. Thirdly my desire to do everything possible to ensure that any department I work for not only meets but indeed exceeds all of the goals and targets set for it."*

Anthony Brown

### PERSONAL SUMMARY

A hard working and responsible Medical Assistant who is interested in people and has a strong desire to care for the sick and injured. Anthony displays emotional maturity, maintains a high degree of integrity, and promotes a positive work environment by setting an example. He is committed to coming up with value added solutions that will help physicians to deliver high quality, cost effective healthcare. As a physically fit individual he is also more than able to assist with the handling and lifting of patients. Apart from being an effective team player who contributes valuable ideas and feedback to senior managers, he is also someone who can be counted on to meet all his commitments.

Right now Anthony is looking for a suitable position with a company that provides an excellent benefits package, competitive salary and career growth opportunities.

### CAREER HISTORY

#### **Hospital - Birmingham**

MEDICAL ASSISTANT                      Jul 2011- Present

Responsible for performing administrative and clinical tasks to support the work of physicians and other health professionals. Also in charge of assisting physicians in providing primary health care to patients and in the management of patient care.

#### **Duties**

- Preparing examination and treatment rooms with necessary medical instruments and administrative paperwork.
- Assisting with transferring patients onto stretchers.
- Carrying devices and loads into ambulances.
- Communicating with doctor's surgeries and hospitals.
- Providing assistance in emergency situations as directed by medical staff.
- Taking a patients vital signs as well as height and weight measurements.
- Reporting deficiencies or defects in medical equipment or procedures.
- Ensuring that the waiting room, front desk and break rooms are kept clean and well maintained.
- Taking a patient's blood pressure, temperature, pulse, respiration and weight.
- Reviewing a patient's history by interviewing them.
- Collecting and preparing specimens for laboratory analysis.
- Accountable for the ordering and managing of supplies for the medical department.

#### **Healthcare Centre - Coventry**

TRAINEE NURSE                      Feb 09 - Jul 11

Assisting the professional and technical nursing staff by performing any delegated duties, specialized procedures and helping out with the care of clinic patients.

#### **Duties**

- Advising patients about medications and special diets.
- Participating in all departmental monthly, quarterly, and annual meetings.
- Taking reports at start of shifts and giving reports at end of shifts.
- Liaising with RGNs, Manager, professionals such as GPs when required.
- Winning the hearts and minds of patients and families.
- Providing high quality care and support to patients.
- Maintaining patient confidentiality at all times.
- Helping to assess, plan and implement patient care.

## PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

Problem solving

Super organised

Decision making

Energetic

Self control

Excellent communicator

Tactful & articulate

Problem solving

Well organised

Influencing skills

## PROFESSIONAL

Current CPR certification

Advanced First Aid

French Speaker

## PERSONAL DETAILS

Anthony Brown  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0044 121 638 0026  
M: 0870 061 0121  
E: info@dayjob.com

### *Local Hospital – West Midlands*

HEALTHCARE ASSISTANT

Aug 2008 – Feb 2009

### *Government Office – West Bromwich*

OFFICE ASSISTANT

Jun 2007 – Aug 2008

### *Clothes Store - Dudley*

SALES ASSISTANT

Oct 2006 – May 2007

### *Local Charity - Birmingham*

VOLUNTEER

Jul 2006 – Oct 2006

## KEY COMPETENCIES AND SKILLS

### *Medical & Administrative*

- Trained in advanced first aid and life-saving techniques.
- A working knowledge of medical terminology, anatomy and medications.
- Accurately calculating, preparing, and administering prescribed oral and injectable medications.
- Acting as a resource and mentor to new employees.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software.
- Creating a clean, orderly, and functional work environment.
- Reporting and following up faulty or malfunctioning equipment.
- Administering vaccines and medications, including antibiotics, as directed by the physician according to policy and procedure.
- Coordinating and conveying doctor & patient schedules to make appointments.

### *Professional*

- Able to stay calm, but react quickly in an emergency.
- Can work in challenging environments.
- Knowledge of computerized billing and accounts payable systems.
- Strong work ethic; self-starter; results orientated.
- Willing to work outside normal hours, including evenings and weekends.
- Assisting in patient education and answers patient questions appropriately.

### *Personal*

- Good physical and mental stamina.
- Having a practical approach to problem solving.
- Willing to be accountable, liable, & answerable for actions & decisions.
- A hands on individual who is able to lead by example.

## ACADEMIC QUALIFICATIONS

*University of Birmingham,*  
BA (Hons) Healthcare

**2003 - 2006**

*Central College Birmingham*  
Diploma in Business Studies

**2002 - 2003**

*North Birmingham School*

**1998 - 2002**

A levels:  
Geography (A)  
Maths (A)  
English Literature (B).  
History (B)  
Physics and Science Combined (A)

**REFERENCES** – Available on request.



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