**Sample Student**

sample.student@yahoo.com | 806.555.1234

**PROFESSIONAL SUMMARY**

Multi-skilled health professional seeking the **Clinical Medical Assistant** position with BSA Health Systems. Educated to work in ambulatory settings while performing administrative and clinical duties. Instrumental in helping patients feel at ease in the physician’s office and have the ability to explain the physician’s instructions.

**EDUCATION**

**Clinical Medical Assistant** *Certificate of Completion*, May 2020

Amarillo College, Amarillo, TX

GPA: 3.8/4.0

**LICENSURE**

Certified Clinical Medical Assistant - CMA June 2020

**CLINICAL EXPERIENCE**

**Clinical Intern**, Fall 2016 – Spring 2017

Northwest Texas Healthcare, Amarillo, TX

* Recorded medical histories accurately and completely
* Prepared patients for examination and assisted physician during exam
* Collected and prepared laboratory specimens
* Performed medical transcription, used telephone etiquette, and scheduled appointments
* Updated and filed patient medical records
* Completed insurance forms

**EXPERIENCE**

**Sales Associate**, October 2014 – Present

Verizon Wireless, Amarillo, TX

* Exceeded sales quotas for each and every quarter
* Assisted customers with picking the best cellphone for their needs and purposes
* Greeted customers and ensured that they felt welcomed to the store

**Line Cook**, June 2011 – October 2014

McDonald’s, Amarillo, TX

* Led a team that surpassed serving
* time goals for two consecutive years
* Prepared customer orders according to their custom requests
* Handled cash and credit card transactions and closed out the drawer

**LANGUAGES**

Spanish: Fluent in conversational Spanish with the ability to translate, read, and write