**Sample Student**

806.555.1234, s.student@gmail.com

**SUMMARY OF SKILLS**

CMA with experience in multiple healthcare facilities. Known for dedication to providing outstanding patient care. Skills include:

* Medical Office Management
* Medical Billing & Coding
* Medical Records Management
* Data Entry
* Bookkeeping & Filing
* Taking Patient Vitals
* Blood Draws
* Injections
* Patient Scheduling
* Ancillary Testing
* Patient Education
* HIPAA & JCAHO Knowledge

**EDUCATION**

**Clinical Medical Assistant: Certificate**, May 2020

Amarillo College, Amarillo, TX

**CLINICAL EXPERIENCE**

**Clinical Intern**, Spring 2017

Multiple Healthcare Clinics, Amarillo, TX

* Handled multiple administrative duties: answered phones, scheduled appointments, maintained medical records, processed patients, billed patients
* Took patient medical histories and vital signs as well as performing venipunctures, injections, and various diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis and sigmoidoscopies)
* Ensured the cleanliness, sanitation, and maintenance of all facilities and exam rooms
* Reacted calm and effective in emergency situations and added a personal and caring touch that would immediately put patients at ease

**LICENSE**

AAMA – CMA: May 2020

**WORK EXPERIENCE**

**Data Clerk**, August 2012 – Present

Texas Tech University Health Sciences Center, Amarillo, TX

* Reviewed and translated HCFAS/UBs claims
* Interpreted insurance provider contracts
* Filed claims using MediTech software

**COMPUTER SKILLS**

Microsoft Office: Word, PowerPoint, Excel, and Publisher