**Alysha Farmer**

email@email.com

000-000-0000

123 street, Some Town, ABC

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**Profile Summary**

Conscientious Medical Assistant offering over four years of experience in fast-paced settings. Competent in organizing charts, preparing patient rooms and supporting doctors through collecting vitals and office administration. Positive and upbeat with excellent communication skills.

**Employment History**

**Medical Assistant, 07/20XX to Current, Company Name, City, State – Fort Myers, FL**

* Conducted 20 preliminary evaluations per day, including measuring weight, temperature and blood pressure, and documented results with accuracy.
* Communicated clearly and effectively with patients to verify information, determine purpose of visit and record medical history.
* Conducted monthly and quarterly inventory of supplies using facility cost reporting records.

**Front Office Coordinator, 06/20XX to 06/20XX, Company Name, City, State – Fort Myers, FL**

* Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
* Scheduled surgeries, managed pre-certifications and verified insurance coverage.
* Coordinated patient care changes and relayed updated plans to various staff members assigned to patients.

**Office Assistant, 07/20XX to 05/20XX, Company Name, City, State – Fort Myers, FL**

* Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
* Tracked inventory and ordered office supplies encouraging cost-effective solutions.
* Organized weekly staff meetings and logged minutes for corporate records.

**Skills**

* EMR / EHR
* Monitoring patient progress
* Completing insurance forms
* Infection control and aseptic procedures
* Simple dressings
* Exam room setup
* Strong communication
* Medical billing and coding

**Education**

**Associate of Applied Science, Medical Assisting**

05/20XX, City, State