

333 EL DORADO AVENUE, SUN VALLEY, CA 91352
PHONE (818) 000-0000 • E-MAIL KAPLANCOLLEGE@HOTMAIL.COM

KAPLAN STUDENT

OBJECTIVE

To obtain a position in the medical field as a Medical Assistant where I can utilize my education, skills and training while being a productive asset to a company.

QUALIFICATIONS/SKILLS

| | |
|-----------------------|------------------|
| Parenteral Injections | Filing |
| Audiometry | Telephone Skills |
| Urinalysis | CPT/ICD-9 coding |
| Phlebotomy | Customer Service |
| EKG | Microsoft Word |
| Vital Signs | Type 35wpm |
| Bilingual Spanish | Medisoft |

EDUCATION

| | | |
|------------------------|--|-------------------|
| June 2007-January 2008 | Kaplan College Medical Assistant | Panorama City, CA |
| 2006-2007 | Pacoima Skills Center, High School Graduate | Pacoima, CA |

WORK EXPERIENCE

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|--|--|
| Front Office Medical Assistant (Externship) January-February 2008 | Mission Hills, CA |
| Cashier January 2007-July 2008 | Joya Food Enterprises, Inc. Arleta, CA |

Highly energetic cashier at a privately owned franchise supermarket where my bilingual skills in Spanish and English enabled me to assist with processing high volume purchases

REFERENCES

References available upon request

First and Last Name
14355 Roscoe Blvd
Panorama City, CA 91402
Home: (818) 672-3000
Email if applicable

OBJECTIVE: To obtain a full-time position as a Medical Assistant where I can utilize my education, skills and experience; with an opportunity for professional growth in the medical field.

EDUCATION: Kaplan College, Panorama City 2010
Medical Assisting Certificate

SUMMARY OF QUALIFICATIONS:

Front Office Skills:

- Scheduling appointments (Computerized & Manual)
- Collecting Payments; Co-Payments & Co-Insurance
- Charting
- Insurance Verification
- Record Keeping and Posting Charges
- Medical Billing and Coding; ICD-9-CM/ CPT-4
- Typing Skills 35 wpm

Back Office Skill

- Phlebotomy
- Parenteral Injections
- Vital Signs
- Spirometry
- Audiometry
- Urinalysis
- EKG
- Suture Removal
- Assisting in Pelvic Examinations and Minor Surgeries
- CPR/AED and First Aid Certified by AHA

EMPLOYMENT:

Subway Sandwiches Panorama City 1998-2010
(Job Description)

References available upon request