

Sample Resume

Jane Doe

888 Harris Street – Linwood, NJ 08000

Cell: 609-111-1111 – Email: jane.doe@emailhost.com

OBJECTIVE

To use my medical assistant skills to deliver high quality patient care and provide efficient administrative skills to support the goals of Johnson Medical Center.

CLINICAL SKILLS

- Vital signs
- Phlebotomy
- Specimen collection
- Injection administration
- Examination and minor surgery support
- Medical terminology

ADMINISTRATIVE SKILLS

- Medical billing and coding
- MS Office, Excel, Word, Outlook
- Appointment scheduling
- Patient records maintenance

CERTIFICATIONS

- Certified in CPR and First Aid, American Heart Association
-

EMPLOYMENT EXPERIENCE

Central Hospital, Linwood, NJ – August 2013 to October 2013

Medical Assistant Extern (180-hour unpaid externship)

- Measured and recorded patients' vital signs
- Provided direct patient care as needed
- Helped maintain patients' medical records
- Labeled and organized patient specimens

Target, Inc., Mays Landing, NJ – September 2012 to January 2013

Customer Service Associate

- Helped customers with returns and complaints. Served about 80 customers daily.
- Assisted with restocking and managing inventory

EDUCATION

Harris School of Business, Linwood, NJ

Professional Medical Assistant diploma, October 2013

720-hour program; 180-hour externship placement

Sample Written Exam Office Assistant

Rachel S Tattersall



Sample Written Exam Office Assistant:

24 Practice Sets for IBPS RRB Office Assistant (Multipurpose) Preliminary & Main Exam 2020 with 4 Online Tests 4th Edition Disha Experts, 2020-03-19 *24 Practice Sets for IBPS RRB Office Assistant (Multipurpose) Preliminary & Mains Exam with 4 Online Tests 3rd Edition* Disha Experts, 2019-04-24

24 Practice Sets for IBPS RRB Office Assistant Multipurpose Preliminary Mains Exam is written exclusively for the New pattern Exam being conducted by IBPS for recruitment in RRB Office Assistant segment The book provides 24 Practice Sets 20 18 in Book 2 Online for the Preliminary Exam 4 2 in Book 2 Online for the Mains Exam Each of the Prelim Tests contains the 2 sections Reasoning Ability and Quantitative Aptitude as per the latest pattern Whereas each of the Mains Tests contains the 5 sections with option among English Hindi Language as per the latest pattern The solution to each Test is provided at the end of the book This book will really help the students in developing the required Speed and Strike Rate which will increase their final score in the exam

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balance transfers payment withdrawals and cash counters management etc Exam Patterns It is the first stage of the RRB recruitment process For IBPS RRB Assistant 2021 Exam will be conducted in two phases Preliminary Exam and Mains Exam It comprises 2 sections Numerical Ability and Logical Reasoning with a total weightage of 80 marks Time allotted to complete test is 45 minutes No interview process will be conducted for selecting candidates to the post of Office Assistant Selection will be made purely on the marks obtained by candidate in his her Mains Examination The exams are online based having multiple choice questions There is a negative marking of one fourth marks for each wrong answer Negative Marking 1 4 Conducting Body Institute of Banking Personnel Selection **Hiring Right** Susan J. Herman,1994 Managers who hire employees human resource directors who train line managers and supervisors to do the hiring and consultants will all benefit from this hands on manual The book takes readers through each step in the hiring process including job definition recruitment interviewing testing and checking references Each chapter briefly outlines key concepts and includes several exercises and worksheets that will serve as a complete hiring strategy that can be customized to any manager s specific hiring needs **20 Practice Sets Workbook for IBPS-CWE RRB Office Assistant (Multipurpose) Preliminary Exam** Disha Experts,2017-08-01 20 Practice Sets for IBPS CWE RRB Office Assistant Multipurpose Preliminary Exam is written exclusively for the New pattern Prelim Exam being conducted by IBPS for recruitment in RRB Office Assistant segment The book provides 20 Practice Sets for the Preliminary Exam Each Test contains both the 2 sections Reasoning Ability and Numerical Ability as per the new pattern The solution to each Test is provided at the end of the each test This book will really help the students in developing the required Speed and Strike Rate which will increase their final score in the exam

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