

Sample Resume

Jane Doe

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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

ML Morrison



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Sample Written Exam Office Assistant Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Sample Written Exam Office Assistant**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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