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| aj**Objective**A meticulous, highly motivated, and patient-focused Medical Assistant with over 12 years of experience. Dedicated to providing patients with the best health services through the use of critical thinking skills. Possess strong attention to detail and teamwork abilities. Provides superior patient care through the use of excellent communication skills.**Skills** Customer assistance | Team Work | Sales | Leadership | Problem Solving |

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| **Anna Johnson**Medical Assistant | anna.john@example.com |

**Experience**Cloud Tech, Dallas, TX - Medical Assistant -June 2014 – PresentOversee multiple responsibilities like patient’s medical history and vital signs with high proficiencyPerform venipunctures, injections, and ancillary tests as established by the organization’s guidelines. Provide ongoing assistance to over 25 medical doctors, staff nurses, and physician associates for optimal patient care.Demonstrate efficiency in handling administrative duties like scheduling appointments, maintaining medical records, and enabling medical staff to concentrate on patients’ healthcare.**EDUCATION**University of HoustonBachelor of Science in Healthcare Management2004–2007SkillsPatient careHealthy regulatory compliance medical billingDatabase managementConflict resolutionAdministrative supportInventory management. |