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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 | |  | | --- | | **Anna Johnson**Medical Assistant | anna.john@example.com |  **Experience**Cloud Tech, Dallas, TX - Medical Assistant -June 2014 – Present Oversee multiple responsibilities like patient’s medical history and vital signs with high proficiency  Perform 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 Houston  Bachelor of Science in Healthcare Management  2004–2007 Skills Patient care  Healthy regulatory compliance medical billing  Database management  Conflict resolution  Administrative support  Inventory management. |