

## A. J. Healthcare

100 Healing Way  
Prevention, CO 12345  
(303) 800-9000  
wellness@aol.com

**Objective:** To obtain a Medical Assisting internship where I can apply my clinical and administrative skills in a challenging environment.

**Education:** Red Rocks Community College  
**Associate of Applied Science** Lakewood, CO  
Anticipated 5/2007  
*Major: Medical Assisting CPR Certified GPA 3.4*  
*Will take the AMA certifying exam 6/2007*

### Qualifying Skills:

#### Clinical Skills

- Vital Signs
- Venipuncture
- Administration of oral and IV medications
- Assisting with patient exams and minor surgery
- Lab tests and electrocardiography
- Sterilization and disinfection

#### Administrative and Professional Skills

- Works well under pressure to meet deadlines
- Multi-tasks with an eye for detail
- Computer skills: Word, Excel; types 75 wpm
- Insurance, billing and HIPPA regulations
- Prioritizes and values organization
- Highly motivated and dedicated
- Over 5 years of customer service experience
- Enjoys working with people of all ages

**Experience:** **9NEWS Health Fair Volunteer** Red Rocks Community College  
Took vital signs on about 50 patients of all ages. Spring 2005

Marriott Lakewood and Highlands Ranch  
**Customer Service Associate** 2005 - 2006

Self-Employed Evergreen, CO  
**Nanny** 2004 - 2005

The Sub Shoppe Evergreen, CO  
**Cashier** 2001 - 2004

Sunport Tanning Evergreen, CO  
**Office Assistant** 2001 - 2004

Evergreen Parks and Recreation District Evergreen, CO  
**Youth Coach** 2000 - 2001