**Jonathan Shaw**

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**OBJECTIVE**

Obtaining and securing a position as Medical Assistant within a reputed clinic or facility where I can employ my array of skills through patient care.

**EDUCATION**

* Certified Medical Assistant/ City Community College, San Francisco, 2010;
* Certified in CPR and First Aid;
* Qualified in patient care after summer internship at Public Hospital, San Francisco, 2011;

**SKILLS OVERVIEW**

* Medical coding and billing;
* Medical record managing;
* Excellent patient care and bedside manners;
* Blood draws and injections;
* Knowledge of medical terminology;
* Ability to take vital signs;

**PROFESSIONAL EXPERIENCE**

**High Care Medical Facility, San Francisco 2662**

***Volunteer 2015 – Present***

* Provide back office assistance;
* Record, file and store patients’ documents;
* Update and keep track of patient records;
* Prepare patients before meeting their practitioner;
* Perform basic medical tasks such as drawing blood and administering medication;
* Ensure sanitation and maintenance of both technical equipment and exam rooms;
* Explaining procedures to patients and their families;

**Milestone Corp, Inc, San Francisco 1200**

***Customer Service Assistant 2011- 2013***

* Process and manage incoming orders;
* Ensure client satisfaction and respond to requests;
* Assist with and solve client’s issues related to orders and products;
* Provide quality services and report to supervisors;
* Investigate and resolve complaints;