**Andrea Brooks**

145 Lowe’s Street, Michigan, Indiana 1772

andrea.brooks@email.com

(112) 577 9828

**MEDICAL ASSISTANT**

**Performance Summary**

Dedicated Medical Assistant with extensive experience in working directly with patients of all ages. Specialized in assisting surgeons and monitoring patients after intervention. Able to perform patient interviews and measure vital signs, as well as record patient information. Compassionate healthcare assistant with a proven ability to perform delegated tasks with responsibility.

**Professional Highlights**

* Obtained the Medical Assistant Certificate issued by the AAMA in 2010;
* CPR Certifies;
* Extensive knowledge of medical basic and specialized terminology;
* Computer skills: Office pack, Outlook;

**Clinical Skills**

* Assistance in minor surgeries;
* Examination and chart-filling support;
* Professional courses in bedside manners;
* Dispensing medications;
* Ability to provide insight into patient history;
* Vital signs registration and screening skills;

**Professional Achievements & Experience**

**West Bay Hospital – Michigan, Indiana**

**May 2014-Present**

**Medical Assistant**

**Responsibilities:**

* Administration of injections and drugs;
* Assisting surgeons in basic interventions;
* Preparation and guidance for patients before examination;
* Scheduling and performing lab tests;
* Maintaining and sterilizing equipment;
* Updating records and files according to patient evolution;

**Achievements:**

* Included in the team that successfully diagnosed and treated a complicated case;
* Offered the position of Head Medical Assistant as a result of exceptional work ethic and specific skills;

**West Bay Hospital – Michigan, Indiana**

**March 2011 – May 2014**

**Medical Aide**

**Responsibilities:**

* Preparing patient medical records;
* Organized and filed lab results and patient information;
* Filed medical records and specific documents;
* Assist and update patients’ family according to supervisor’s guidance;

**EDUCATION**

Michigan State College, Michigan, Indiana – 2009

High School Degree

**PERSONAL SKILLS**

* Optimistic view and positive attitude;
* Excellent communication skills;
* Ability to meet deadlines and deal with stressful situations;
* Team player;