**Jane Doe**

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| **El Paso, TX 79928 | (915) 123-3567 | janedoe@gmail.com** |

**Objective Statement**

To obtain a Medical Assistant position for a top and dedicated establishment in the El Paso area. Seeking a fulfilling company that offers stability and growth opportunities.

**Core Competencies**

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| * 7 Injection sites of Vaccinations * Vital signs, Audiometry/Vision tests * 12-Lead EKGs | * Pediatric Exams * Water treatment, cannulation (graft) * Set up of Hemodialysis machines (Basic) |

**Credentials**

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| * CMAA Certificate|2023 * EKG Technician|2024 * Phlebotomy Certification (In Progress) * CCMA Certification|(In Progress) | * HIPAA Certificate| Health Insurance Portability and Accountability Act of 1996 * BLS Certificate|2024 * Personability Certificate|2024 |

**Work History**

**Cashier | Manager** December 2022 to Current

**La Michoacana Yaya** – El Paso, TX

* Basic math skills pertaining to money management, collecting payments from customers as well as arranging cash drawers and deposit at end of night.
* Keeping store clean, organized, and fully stocked.
* Alertness of all customers in store as well as coworkers.
* Greet customers upon arrival and answer any questions they may have.

**Education**

**Western Technical College**

August 2023 - May 2024 |Medical Clinical Assistant

**Americas High School**

2016 - 2020 |High School Diploma

**Skills**

* Adaptable, punctual, patient.
* Basic scheduling and coding.
* Basic medical terminology.
* Minor procedures assisting.
* Basic interpretations of EKG strips.
* Patient triage including vitals, and medical histories.