

Mary Smith

1234 Main Street, Bossier City, Louisiana
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(318) 746-1234

Job Objective: Seeking a position as a medical assistant that will allow personal and professional growth.

Education: Associate Degree of Science, Medical Assistant
Bossier Parish Community College, Bossier City, LA, August 2002

Honors and Accomplishments:

- " National Honor Society
- " Cumulative Grade Point Average: 3.9/4.0 index
- " Chancellor s List: five semesters

**Clinical
Education**

Experience:

Bossier Internal Medicine Group Bossier City, LA

- " Worked with patients to gather vital signs, current medications, and chief complaint
- " Drew blood
- " Filed patient records
- " Administered injections
- " Performed EKG s

Dr. T.W. MeElwee, Obstetrics and Gynecology Bossier City, LA

- " Assisted with patient examinations, lab work
- " Updated and filed patient records

Other Experience:

- " Customer service
- " Cashier
- " Assembly line
- " Employee trainer

References: Provided upon request