

STUDENT NAME

Phone Number | Email Address | [linkedin.com/in/studentname](https://www.linkedin.com/in/studentname)

SUMMARY

A bilingual (English/ Spanish) second-year Public Health Science student, eager to build additional experience in the medical field. Experienced with medical translation and terminology, patient-provider communication, and data collection. Attentive listener and leader with a creative vision.

EXPERIENCE

Bilingual Medical Assistant | Advanced Cardiology Care, MD

March 2023 - Present

- Document vascular data of patients such as current heart disease symptoms, blood pressure, and oxygen saturation.
- Track findings of procedures such as EKGs using manual and automated recording devices.
- Explain procedures to patients to reduce patient anxiety and increase patient cooperation.
- Manage one of the two practices efficiently by delegating tasks to two staff members
- Maintain medical supplies in sufficient stock by monitoring levels in both offices.
- Communicate clearly and effectively with patients to verify information.
- Accurately perform peripheral artery tests by taking the Ankle Brachial Index (ABI).
- Perform clerical duties, such as word processing, data entry, scheduling appointments, registering new patients, and answering phone calls around the clock.

CCMA Intern | Righttime Medical Care, Silver Spring, MD

September 2021– January 2023

- Supported a team of two clinicians, by obtaining medical history, medications, vitals, and preparing patients for procedures while ensuring prompt patient care within an established schedule.
- Efficiently handled administrative duties - returning phone calls, scheduling appointments, and scanning medical records into EMR - allowing providers to focus on the health of the patient.
- Decreased patient wait times from 30 min to 15 min through effective teamwork, including helping the provider with procedures and remaining proactive by performing vital signs.

Program Participant | Institute for Educational Leadership, Washington D.C.

June 2021

- Participated in a 2-day leadership summit with 20 immigrant students from the DC area.
- Co-created curriculum and leadership programming for immigrant youth throughout the United States to be used in programs geared toward immigrant youth advancement.
- Designed and led a group project for incoming immigrants by making complex proposals and initiating debates about immigration issues from different perspectives.

EDUCATION & CERTIFICATIONS

Bachelors of Science in Public Health Sciences | University of Maryland, College Park

Expected May 2025

- **Honors & Awards:** Achieving Collegiate Excellence & Success (ACES) Scholar

Certified Clinical Medical Assistant (CCMA)

June 2019

CPR, BLS, and First AID Certified, American Red Cross

December 2018

SKILLS

Languages: Spanish (Fluent)

Technologies: PowerPoint, Word, Windows, iMovie

Medical: Medical terminology, Medical Translation, HIPAA compliance, ICD-9 & CPT designations, Patient care