FIRST LAST

123-123-1234 | email

PROFILE

Medical assisting student with 3.5 GPA and private caregiving experience

EDUCATION

Medical Assisting Certificate, Portland Community College, Portland, OR — Graduating 12/2025
Eligible to sit for the CMA (AAMA) national exam — 12/2025

PCMH, Case Study Group Project (Accountability)
- Researched clinician accountability and developed Google slide for Online presentation
- Updated team mates via Google chat and met weekly to review progress

Certificates: Obtained in Medical Assisting Program
- BLS / CPR for Healthcare Providers - American Heart Association — (Expires) 05/2027
- HIPAA Compliance Training - CastleBranch — 05/2025
- Bloodborne Pathogens Training - CastleBranch — 05/2025
- OMB Approved Chaperone Training - Portland Community College — 07/2025
- Trauma Informed Care Training Modules - Trauma Informed Oregon — 07/2025
- Vaccines for Children/Access Program - Oregon Health Authority Program — 08/2025
- Adult and Pediatric Vaccine Training - Portland Community College — 08/2025

SKILLS

- **Clinical:** Vital signs/measurements, injections, ECG, DVA, venipuncture, point of care testing, sterile processing, spirometry, medication calculations, capillary puncture, wound dressing and medical asepsis.
- **Administrative:** HIPAA compliance, patient scheduling, telephone techniques, billing & coding, EHR use and medical documentation, telehealth, PCMH focused.
- **Patient Communication:** Person-centered care, therapeutic communication, trauma informed care, cultural competency, health literacy, patient interview and healthcare disparities and patient education.

EXPERIENCE

Care Giver, Private Family, City, State — 2021- 2024
- Assisted an elder with late-stage diabetes live relatively independently by providing household support and meals.
- Encouraged healthy eating and other habits while engaging in activities or in light conversation.
- Monitored and re-ordered medications working closely with family and providers to manage care.
- Provided amputation site and wound care, noted skin changes to prevent decubitus and skin degradation.

Child Care, Independent Family, City, State — 2018 - 2023
- Cared for a toddler and ensured he was safe at all times while providing household support and prepared meals.
- Interacted with the child and organized fun activities to do together.
- Assisted with homework and provided support as needed.

Pre-school Volunteer, School, City, State — September 2021
- Cared for babies and toddlers creating a safe and fun place for them to learn.
- Played with the children and helped with basic needs like changing diapers, toileting and feeding.
- Maintained a clean and organized environment to support teachers and assistants.
- Led children on trips to the park.
- Collected, organized, and put toys back in their place.