

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
Eligible to sit for the CMA (AAMA) national exam

Graduating 12/2025
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.