

# Brianna Kramer

## Certified Medical Assistant

(217) 555-0123

brianna.kramer@email.com

linkedin.com/in/briannakramer

123 Maple Street, Springfield, IL 62704

### STRENGTHS

- Effective Communication**  
Excelled at communicating with patients and healthcare colleagues, promoting seamless coordination.
- Adaptability**  
Quickly adjusted to changing situations in a dynamic healthcare environment, addressing urgent needs efficiently.
- Attention to Detail**  
Consistently verified medical information accuracy, which enhanced patient care and reduced errors.
- Team Collaboration**  
Gained executive confidence from peers frequently seeking advice on patient challenges, fostering teamwork.
- Patient-Centric Approach**  
Put patient needs first, actively engaging them in conversations to improve the healthcare experience.

### SKILLS

Patient Care

Medical Records Management

Vital Signs Assessment

Appointment Scheduling

Patient Education

Electronic Medical Records (EMR)

CPR Team Collaboration

Insurance Verification

Health Regulations Data Entry

Documentation Processes

Safety Protocols

Communication Skills

### SUMMARY

Skilled and dedicated Certified Medical Assistant with over four years of experience in direct patient care and administrative tasks. Expertise includes organizing nursing stations, scheduling appointments based on patient needs, and documenting health histories. Proficient in electronic medical records management, taking vital signs, and providing educational support to patients. Adept at collaborating with healthcare professionals to enhance operational efficiency while maintaining safety protocols. Committed to fostering patient satisfaction and ensuring compliance across various clinical settings.

### EDUCATION

#### Associate Degree in Medical Assisting

Springfield Community College 🎓 GPA: 3.8 📅 2026 📍 Springfield, IL

**Coursework:** Patient Care, Medical Records, Clinical Procedures, Health Regulations

### TECHNICAL SKILLS

- Clinical Procedures:** Vital Signs Monitoring, Patient Preparation, Infection Control
- Electronic Health Records:** Epic, Cerner, Athenahealth
- Medical Terminology:** Anatomy, Pathophysiology, Pharmacology
- Patient Safety Standards:** OSHA Guidelines, AORN Standards, CDC Recommendations
- Quality Assurance:** Feedback Mechanisms, Compliance Audits, Performance Reviews
- Health Regulations:** HIPAA, HITECH, OSHA
- Patient Engagement:** Educational Materials, Follow-Up Communications, Informed Consent
- Project Management Tools:** Asana, Trello, Microsoft Project
- Communication Tools:** Microsoft Teams, Zoom, Slack
- Organizational Tools:** Google Drive, Dropbox, OneDrive

### EXPERIENCE

#### Medical Assistant Intern

University Project 📅 June 2025 – May 2026 📍 Springfield, IL

Supported a clinical team as a Medical Assistant Intern in a high-energy environment focused on optimizing patient outcomes. Played a vital role in streamlining operations, conducting thorough patient interviews, and assisting with both direct and indirect patient care tasks.

- Collaborated with healthcare teams to support patient care in a clinical setting, ensuring adherence to medical protocols.
- Conducted patient interviews to gather health histories, documenting chief complaints in electronic medical records.
- Assisted in organizing the nursing station to improve workflow efficiency, leading to reduced patient wait times.
- Performed routine clinical tasks such as taking vital signs and preparing examination rooms in accordance with infection control policies.
- Scheduled patient appointments and managed follow-up communications to ensure continuity of care.
- Provided patient education on home care and medication adherence under the supervision of healthcare providers.

#### Clinical Research Assistant

University Research Lab 📅 January 2025 – May 2025 📍 Springfield, IL

Engaged as a Clinical Research Assistant where responsibilities included recruiting participants and supporting the execution of clinical trials. Developed strong communication skills while navigating logistics with patients, enhancing participant engagement in research activities.

Organizational Skills

Time Management

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Medical Assistant Intern at University Project (11 Months)

● Clinical Research Assistant at University Research Lab (4 Months)

● Healthcare Assistant at Student Lab (3 Months)

- Supported the execution of clinical trials by recruiting participants and conducting preliminary assessments.
- Documented research findings accurately and maintained confidentiality in accordance with ethical standards.
- Assisted in the collection and analysis of data, contributing to research papers for publication.
- Engaged with patients to explain research procedures and obtain informed consent, enhancing patient understanding and involvement.
- Coordinated logistics for patient visits, ensuring compliance with research timelines and protocols.
- Collaborated with a multidisciplinary team to troubleshoot issues and streamline research processes.

### Healthcare Assistant

Student Lab 📅 September 2024 – December 2024 📍 Springfield, IL

Participated as a Healthcare Assistant during training aimed at refining clinical skills in simulated patient scenarios. Emphasis on learning through peer collaboration and instructor-led methodologies fostered an environment of growth and confidence.

- Participated in hands-on training to develop skills in patient care techniques and medical procedures.
- Assisted instructors in delivering educational content and practical demonstrations to fellow students.
- Engaged in simulated patient scenarios to practice clinical skills, including emergency response and patient assessment.
- Managed laboratory materials and maintained a clean and organized learning environment.
- Contributed to peer mentoring initiatives, fostering a supportive educational community.
- Documented lab experiences and reflections to enhance personal learning outcomes.

### LEADERSHIP & AWARDS

- Dean's List, Springfield Community College, 2025
- First Place, Annual Health Sciences Competition, 2024

### CERTIFICATIONS

- Certified Medical Assistant (CMA) 📅 2026
- CPR Certification 📅 2026

### PROFESSIONAL AFFILIATIONS

- Member, Student Medical Assistants Association, 2024 – 2026
- Volunteer, Local Health Fair, 2025

### ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

### REFERENCES

AVAILABLE ON REQUEST