

Brianna Kramer

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123 Maple Street, Springfield, IL 62704

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

SKILLS

- Patient Care
- Patient Education
- Insurance Verification
- Safety Protocols
- Medical Records Management
- Electronic Medical Records (EMR)
- Health Regulations
- Communication Skills
- Vital Signs Assessment
- CPR
- Data Entry
- Organizational Skills
- Appointment Scheduling
- Team Collaboration
- Documentation Processes
- Time Management

EXPERIENCE

Medical Assistant Intern

June 2025 – May 2026

University Project

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

January 2025 – May 2025

University Research Lab

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.

- 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

September 2024 – December 2024

Student Lab

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST