



Paris Davenport

Medical Assistant

📞 (808) 555-0123 ✉️ paris.davenport@email.com

🌐 linkedin.com/in/parisdavenport 📍 1234 Health St, Kailua, HI 96734

STRENGTHS

- ♥️ **Patient-Centric Care**
Focused on patient comfort and satisfaction, becoming known for my compassionate approach during interactions.
- 👥 **Effective Team Collaboration**
Worked closely with clinical colleagues, becoming a reliable resource sought for innovative solutions to enhance workflows.
- 📁 **Vital Records Management**
Ensured precision with patient records, gaining recognition from supervisors for maintaining impeccable databases.
- 👁️ **Health Observations**
Leveraged strong observational skills to assist providers, impacting decision-making processes favorably.
- 🖥️ **Technical Proficiency**
Regularly demonstrated adept use of new patient management software, facilitating quicker adaptations for the team.

SKILLS

- Patient Care Vital Signs Monitoring
- Venipuncture
- Medical Record Management
- BLS Certification
- Team Collaboration
- Patient Communication
- Audiometry Testing Vision Testing
- Observational Skills
- Continuity of Care
- Clinical Assistance
- Healthcare Compliance

SUMMARY

Compassionate Medical Assistant with two years experience in outpatient care settings. Proficient in performing clinical tasks like vital signs monitoring, venipunctures, and laboratory procedures with precision. Maintained effective patient logs, ensuring continuity of care while assisting healthcare providers to enhance operational efficiency. Demonstrated strong teamwork skills by collaborating closely with physicians and nursing staff to support quality patient experiences. Truly committed to promoting wellness within diverse patient populations, striving for seamless processes that prioritize health outcomes and patient comfort. Eager to leverage hands-on experience to contribute positively within a dedicated healthcare environment.

EDUCATION

High School Diploma

Kailua High School 🎓 GPA: 3.8 📅 2025 📍 Kailua, HI

Coursework: General Studies, Healthcare Introduction, Biology, Health Science Fundamentals

TECHNICAL SKILLS

- **Medical Software:** EMR, PracticeFusion, Epic
- **Surgical Instruments:** Scalpels, Forceps, Syringes
- **Testing Equipment:** Audiometer, Tonometer, EKG Machine
- **Safety Compliance:** OSHA Regulations, Bloodborne Pathogens Training, Infection Control Procedures
- **Patient Monitoring Tools:** Digital Thermometers, Pulse Oximeters, Sphygmomanometers
- **Communication Applications:** Slack, Microsoft Teams, Zoom
- **Data Analysis Tools:** Excel, R, SPSS
- **Blood Collection Techniques:** Capillary, Venipuncture, Phlebotomy
- **Health Informatics:** HIPAA Compliance, SOAP Notes, Patient Confidentiality
- **Sterilization Processes:** Autoclaving, Chemical Disinfection, Aseptic Techniques

EXPERIENCE

Medical Assistant Intern

University Research Lab 📅 January 2025 - Present 📍 Kailua, HI

Focused role providing essential medical assistance in an academic research lab setting. Conducted patient interactions including check-ins and basic clinical tasks while supporting ongoing studies through accurate data management.

- Assisted in preparing examination rooms, enhancing clinic workflow to accommodate more patients efficiently.
- Maintained patient recall systems, diligently tracking referrals and lab tests to uphold high standards of continuity in care.
- Monitored vital signs, reporting critical observations directly to supervising physicians for timely assessments.
- Executed venipunctures with adherence to safety protocols, fostering a patient-centered approach that minimized discomfort.
- Engaged in vision and audiometry testing, receiving commendations for excellent patient rapport and communication skills.
- Collaborated with multidisciplinary teams to strategize improvements in department operations, resulting in enhanced patient satisfaction.

Clinical Assistant

Wellness Clinic 📅 June 2024 - December 2024 📍 Kailua, HI

Laboratory Procedures

Quality Assurance

LANGUAGES

English Native

Hawaiian Intermediate

MY CAREER



● Medical Assistant Intern at University Research Lab (1.5 Years)

● Clinical Assistant at Wellness Clinic (6 Months)

Key contributor within the clinical team, playing a pivotal part in daily operations aimed at delivering quality healthcare. Supported all aspects of patient management from arrival to discharge.

- Prepared exam rooms meticulously, ensuring that all necessary supplies were stocked, thus facilitating smooth consults.
- Collected medical histories from patients, establishing trust and improving overall patient comfort before examinations.
- Tracked patients' progress accurately, maintaining inventory of health changes readily available for healthcare provider reviews.
- Supported licensed professionals in routine technical services, effectively integrating clinical support into everyday practices.
- Instrumental in developing a patient tracking system that improved scheduling accuracy significantly in a busy clinic environment.
- Recognized routinely for outstanding service excellence and commitment to team objectives, creating a supportive work culture.

LEADERSHIP & AWARDS

- Dean's List, Kailua High School, 2024
- Outstanding Volunteer Award, Kailua Community Health Fair, 2025

CERTIFICATIONS

- Basic Life Support (BLS) Health Care Provider Certification 📅 2026
- Certified Medical Assistant (CMA) 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Health Careers Club, Kailua High School
- Volunteer, Kailua Community Health Fair, 2024

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST