



Magnolia Curry

(847) 555-1234 magnolia.curry@email.com

linkedin.com/in/magnolia-curry 123 Health St, Arlington Heights, IL 60004

SUMMARY

Compassionate Medical Assistant experienced in providing both front office and clinical support within a physician practice. Skilled in effectively coordinating care between patients and healthcare teams, diligently ensuring patient safety and confidentiality. Experienced with documentation in EMR systems, including obtaining and verifying medical histories while assisting physicians during examinations and treatments. Bringing exceptional customer service skills, adept at managing patient interactions and fostering trust, contributing to a seamless healthcare environment. Recognized for being proactive and meticulous in maintaining clinical standards while enhancing overall patient experience.

EXPERIENCE

Medical Assistant January 2025 - Present
HealthBridge Medical Group Arlington Heights, IL

Serves as integral part of healthcare team, delivering front office and clinical support to ensure optimal patient care. Implements efficient processes to document and manage patient interactions across various platforms, always adhering to health regulations.

- Coordinate with healthcare teams, enhancing communication and patient flow.
- Conduct thorough documentation in EMR systems, maintaining privacy and accuracy.
- Administer medications and perform diagnostic tests under physician supervision.
- Prepare examination areas, focusing on cleanliness and readiness for procedures.
- Actively communicate post-care instructions, fostering enhanced patient engagement.
- Manage inventory of medical supplies, ensuring compliance with safety standards.

Patient Care Assistant June 2023 - December 2024
NorthShore Medical Center Schaumburg, IL

Provided essential support in a fast-paced healthcare setting, responsible for patient admissions and direct assistant roles within the nursing team. Reinforced team collaboration to enhance patient experiences and outcomes.

- Document patient records accurately, maintaining regulatory compliance.
- Assist in patient transitions, including admissions and discharges.
- Ensure cleanliness of patient environments to promote comfort and safety.
- Work alongside multidisciplinary teams to address patient needs quickly.
- Participated actively in training sessions, broadening skills in patient care.
- Foster relationships with patients, promoting trust and reliability.

Clinical Intern January 2023 - May 2023
Evergreen Health Services Buffalo Grove, IL

Gained hands-on experience through a structured internship program focused on patient intake assessments and EMR practices. Strengthened communication techniques vital for effective patient interaction.

- Conduct patient intakes, gathering essential history for streamlined evaluative processes.
- Assist healthcare providers during examinations, improving patient experiences.
- Navigate EMR systems for efficient patient data handling.
- Collaborate with mentors to refine approaches to patient care coordination.
- Participate in community outreach, reinforcing public health education.
- Build rapport with patients, easing anxiety and encouraging openness.

LEADERSHIP & AWARDS

- Dean's List, Illinois Health Careers Institute, 2023
- Outstanding Intern Award, Evergreen Health Services, 2023

EDUCATION

Medical Assistant Diploma 2023
Illinois Health Careers Institute GPA: 3.8 Remote

Coursework: Patient Care, EMR Documentation, Medical Terminology, Vital Signs Monitoring

CERTIFICATIONS

- BLS/CPR Certification 📅 2025
- First Aid Certification 📅 2024

TECHNICAL SKILLS

- **Electronic Medical Records:** Epic, Cerner, Allscripts
- **Medical Equipment:** EKG Machine, Spirometer, Blood Pressure Monitor
- **Administrative Tools:** Microsoft Office, Google Workspace, Scheduling Software
- **Communication Platforms:** Telephone Systems, Email, Patient Portals
- **Inventory Management:** Supply Chain Tracking, Equipment Maintenance, Safety Audits
- **Patient Care Protocols:** Room Preparation, Cleanliness Standards, Patient Interaction Techniques
- **Patient Safety Procedures:** Privacy Regulations, Confidentiality Compliance, Emergency Protocols
- **Healthcare Certifications:** BLS, CPR, First Aid
- **Data Entry Skills:** EMR Input, Documentation Accuracy, Information Security
- **Team Collaboration Tools:** Project Management Software, Internal Messaging, Cloud-Based File Sharing

SKILLS

- Patient Care
- Team Collaboration
- Problem Solving
- Interpersonal Skills
- EMR Documentation
- Inventory Management
- Technical Proficiency
- Compliance Adherence
- Vital Signs Monitoring
- Medication Administration
- Record Keeping
- Care Coordination
- Medical Terminology
- Communication Skills
- Preparation Assistance

PROFESSIONAL AFFILIATIONS

- Member, Health Professions Student Association, 2022 - 2023
- Volunteer, Community Health Fair, 2023

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST