

Freya Vazquez

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📍 1234 Elm Street, Los Angeles, CA 90001

SUMMARY

Compassionate Medical Assistant with over two years of pediatric healthcare experience, dedicated to providing exceptional patient care. Demonstrated success in creating a supportive environment for children and their families while maintaining accurate medical records and educating families on vital health topics. Skilled in performing medical examinations, assisting in procedures, and managing healthcare documentation effectively. Strong communicator and collaborator, committed to fostering teamwork and improving clinic operations. This role is an excellent opportunity to contribute my skills, knowledge, and passion for enhancing pediatric healthcare services.

EXPERIENCE

Medical Assistant

June 2025 - Present

HealthFirst Clinic

Los Angeles, CA

Role encompasses comprehensive patient care, facilitating seamless operations within a pediatric healthcare setting. Responsibilities include performing medical examinations, gathering patient data, and supporting the medical team in various tasks.

- Deliver quality patient care, focusing on comfort for both children and parents during visits.
- Document detailed patient histories and data promptly into the electronic health record system.
- Educate patients' families about preventive care and nutrition, enhancing overall health literacy.
- Assist in conducting medical tests and minor procedures following established protocols.
- Monitor patient progress diligently and update supervising physicians on noteworthy changes.
- Collaborate with staff to optimize scheduling processes, significantly increasing operational efficiency.

Pediatric Medical Assistant

January 2025 - May 2025

Bright Futures Pediatric Center

Los Angeles, CA

Supported high-quality pediatric care, aligned with clinical standards, while nurturing a trusting relationship with patients and families. Responsibilities included patient record management and routine screenings.

- Assisted in delivering thorough care to pediatric patients, proactively responding to any parental concerns.
- Ensured compliance in maintaining patient records according to clinic policies and regulations.
- Helped educate families on prevalent pediatric issues, contributing to proactive health management.
- Conducted various preliminary tests, including hearing and vision assessments for early detection.
- Upheld organized medical environments by addressing equipment cleanliness and supply levels.
- Participated in ongoing professional development to stay updated on pediatric practices.

LEADERSHIP & AWARDS

- Dean's List, Los Angeles Community College, 2024
- Student Leadership Award, Medical Assisting Program, 2025

EDUCATION

Associate's Degree in Medical Assisting

2025

Los Angeles Community College GPA: 3.8

Los Angeles, CA

Coursework: Healthcare Basics, Patient Care Techniques, Medical Terminology, Pharmacology

CERTIFICATIONS

- Certified Medical Assistant (CMA) 📅 2025
- Basic Life Support (BLS) Certification 📅 2025

TECHNICAL SKILLS

- **Medical Equipment Skills:** Sphygmomanometers, Stethoscopes, Oscopes
- **Documentation Tools:** Electronic Health Records, Microsoft Office, Google Workspace
- **Communication Tools:** Telephone Systems, Telehealth Platforms, Patient Portals
- **Clinical Protocols:** Infection Control Standards, Safety Procedures, Emergency Protocols
- **Patient Care Practices:** Immunizations, Developmental Assessments, Health Screenings
- **Scheduling Software:** Medical Scheduling Programs, Appointment Systems, Workflow Management Tools
- **Pharmaceutical Knowledge:** Medication Administration, Dosage Calculations, Drug Information Resources
- **Supportive Care:** Family Counseling, Pediatric Health Education, Nutrition Coaching

- **Administrative Skills:** File Maintenance, Data Entry, Compliance Monitoring
- **Education Strategies:** Health Literacy Workshops, Parental Guidance Sessions, Educational Materials Development

SKILLS

- Patient Care
- Medical Record Management
- Healthcare Education
- Team Collaboration
- Medical Procedures
- Communication Skills
- Triage Techniques
- Patient Documentation
- Electronic Health Records
- Diagnostic Testing
- Pediatric Care Strategies
- Health Regulations
- Emergency Response
- Clinical Protocols
- Scheduling Software

PROFESSIONAL AFFILIATIONS

- Member, American Association of Medical Assistants (AAMA)
- Volunteer, Children's Hospital Los Angeles

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST