

# Freya Vazquez

## Medical Assistant

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1234 Elm Street, Los Angeles, CA 90001

### STRENGTHS

- Empathetic Communication**  
Built strong rapport with pediatric patients and families by genuinely listening and addressing concerns, creating a warm environment.
- Organizational Skills**  
Streamlined clinic workflows by effectively managing patient schedules, contributing to improved patient flow and satisfaction.
- Team Collaboration**  
Frequently collaborated with a multidisciplinary team, leveraging diverse expertise to improve patient care strategies and outcomes.
- Triage and Assessment**  
Conducted initial assessments and triaged patient cases efficiently, ensuring timely treatment and prioritization.
- Continuing Education**  
Committed to ongoing learning in pediatric best practices, enhancing service delivery through the latest knowledge.

### 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

### 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

HealthFirst Clinic 📅 June 2025 - Present 📍 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

Bright Futures Pediatric Center 📅 January 2025 - May 2025 📍 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

Los Angeles Community College 🎓 GPA: 3.8 📅 2025 📍 Los Angeles, CA

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

### CERTIFICATIONS

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

Emergency Response

Clinical Protocols

Scheduling Software

## LANGUAGES

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English Native

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Spanish Proficient

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## MY CAREER

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● Medical Assistant at HealthFirst Clinic (1.1 Years)

● Pediatric Medical Assistant at Bright Futures Pediatric Center (4 Months)

## TECHNICAL SKILLS

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- **Medical Equipment Skills:** Sphygmomanometers, Stethoscopes, Otoscopes
- **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

## PROFESSIONAL AFFILIATIONS

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

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST