



Ethan Johnson

(217) 555-0123 | ethan.johnson@example.com

linkedin.com/in/ethanjohnson | 123 Main St, Springfield, IL 62701

SUMMARY

Compassionate and dedicated Medical Assistant with over a year of experience providing quality patient care in fast-paced environments. Exceptional skills in managing multiple tasks while ensuring patient safety and satisfaction. Proven ability to assist healthcare professionals with examinations, maintain clean and safe medical environments, and uphold strict adherence to protocols. Commitment to continuous learning is evident through ongoing professional development. Eager to contribute strengths in patient interaction, clinical procedures, and administrative functions to foster superior healthcare experiences.

EDUCATION

Diploma in Medical Assisting

Springfield Technical College | GPA: 3.5

2024

Springfield, IL

Coursework: Healthcare Fundamentals, Medical Terminology, Patient Care Techniques, Administrative Procedures

TECHNICAL SKILLS

- **Electronic Health Records:** Epic, Cerner, Meditech
- **Patient Care:** Triage, Assessment, Documentation
- **Communication Tools:** Microsoft Teams, Zoom, Telehealth Platforms
- **Medical Equipment:** Sphygmomanometer, Stethoscope, Otoscope
- **Safety Protocols:** Infection Control, HIPAA Compliance, PPE Usage
- **Administrative Skills:** Scheduling, Record Keeping, Patient Follow-Up
- **CPR Techniques:** Adult CPR, Child CPR, AED Use
- **Team Collaboration:** Multi-disciplinary Teams, Staff Meetings, Feedback Sessions
- **Professional Development:** Continued Education, Certifications, Workshops
- **Customer Service:** Conflict Resolution, Patient Satisfaction, Listening Skills

SKILLS

- Patient Care
- Team Collaboration
- Medical Terminology
- Vital Signs Monitoring
- Electronic Health Records (EHR)
- Time Management

EXPERIENCE

Medical Assistant

Healthy Life Medical Center

January 2025 - Present

Peoria, IL

Process-oriented Medical Assistant focused on enhancing patient care operations within a team environment. Facilitate patient flow efficiently and confidently manage exam preparations.

- Assist healthcare providers with examinations and procedures for optimal patient comfort and safety.
- Manage patient flow by escorting patients, preparing them promptly for examinations, and ensuring accurate documentation of vital signs.
- Maintain cleanliness and organization of treatment areas following health and safety regulations diligently.
- Engage proactively with patients addressing questions and delivering information about available services.

Intern Medical Assistant

Springfield Community Hospital

June 2024 - December 2024

Springfield, IL

Energetic Intern Medical Assistant supporting the medical team in various capacities while gaining invaluable first-hand experiences in patient care.

- Assisted in patient check-in processes while meticulously documenting important patient data.
- Conducted preliminary assessments and collected vital signs under the watchful direction of experienced staff members.
- Participated in essential training programs covering both medical protocols and high standards for patient care.
- Shadowed medical personnel during procedures, gaining practical insight into daily medical operations.

LEADERSHIP & AWARDS

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

CERTIFICATIONS

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

PROFESSIONAL AFFILIATIONS

- Member, American Association of Medical Assistants (AAMA)
- Volunteer, Local Health Clinic Initiative

LANGUAGES

- English (Native) • Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST