

# Ethan Johnson

## Medical Assistant

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123 Main St, Springfield, IL 62701

### STRENGTHS

- 😊 Patient Engagement**  
Interacted warmly with patients, simplifying complexities that allowed for effective communication and building trust.
- 🔄 Adaptability**  
Thrived in fast-paced settings, adjusting plans quickly without compromising patient care quality.
- 👥 Collaboration**  
Worked alongside diverse teams ensuring that comprehensive patient needs were met effectively and compassionately.
- 🔍 Attention to Detail**  
Focused on maintaining a clean environment which enhanced overall patient experiences during their visits.
- 💡 Problem Solving**  
Quickly analyzed situations to facilitate rapid responses and ensure that patient care remained uninterrupted.

### SKILLS

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

### LANGUAGES

- English Native
- Spanish Intermediate

### 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

### 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.

## MY CAREER

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● Medical Assistant at Healthy Life Medical Center (1.4 Years)

● Intern Medical Assistant at Springfield Community Hospital (6 Months)

## LEADERSHIP & AWARDS

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

## CERTIFICATIONS

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

## PROFESSIONAL AFFILIATIONS

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

## 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