

# Liliana Bishop

## Medical Assistant

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📍 123 Maple Street, Denver, CO 80202

### STRENGTHS

#### ♥ Empathy

Consistently prioritizes a compassionate approach, helping clients feel valued and respected throughout interactions.

#### ↔ Adaptability

Able to shift between various roles seamlessly while meeting diverse client needs and adjusting plans on demand.

#### 📄 Documentation Skills

Phenomenal attention to detail enhances patient records management, contributing significantly to improved care outcomes.

#### 👥 Collaboration

Gathers insights from multiple perspectives, enabling more holistic solutions and stronger community impact.

#### 🗣 Communication

Effectively relays important information to both patients and peers, fostering clear lines of understanding top-to-bottom.

### SKILLS

Vital Signs

Medication Management

Patient Confidentiality

Documentation Practices

In-Home Care   Healthcare Support

Patient Engagement

Meal Preparation

Telehealth Navigation

Community Service

Research Methodologies

Mock Assessments

Peer Collaboration

### SUMMARY

Compassionate Medical Assistant with significant experience delivering care within in-home settings. Proven track record of supporting clients by monitoring vital signs and aiding with daily living activities. Skillful in fostering compassionate relationships while maintaining professionalism and confidentiality for each individual. Experienced in using mobile applications for comprehensive documentation and efficient communication with health advisors. Able to collaborate effectively with peers to provide quality, empathetic care tailored to the needs of patients, all while adeptly handling unexpected challenges that arise during home visits.

### EDUCATION

#### Bachelor's Degree in Healthcare Administration

Denver University 🎓 GPA: 3.8 📅 2026 📍 Denver, CO

*Coursework: Public Health, Patient Care, Medical Terminology, Health Informatics*

### TECHNICAL SKILLS

- **Mobile Applications:** Care Linx App, Telehealth Platforms, Patient Management Systems
- **Patient Care Techniques:** Vital Sign Monitoring, Medication Reminders, ADL Support
- **Office Applications:** Microsoft Word, Excel, Google Suite
- **Research Methods:** Quantitative Analysis, Survey Design, Data Interpretation
- **Communication Tools:** Slack, Zoom, Email
- **Healthcare Regulations:** HIPAA Compliance, Patient Rights, Safety Standards
- **Time Management Tools:** Trello, Asana, Calendar Apps
- **Nutrition Basics:** Dietary Guidelines, Meal Planning, Food Safety Practices
- **Behavioral Skills:** Active Listening, Critical Thinking, Empathetic Responses
- **Data Entry Skills:** EHR Software, Spreadsheet Skills, Online Forms

### EXPERIENCE

#### Medical Assistant Intern

University Project 📅 January 2026 - June 2026 📍 Denver, CO

Supported patient care initiatives through hands-on activities focused on vital sign monitoring and medication assistance in a simulated clinic environment. This role included working directly with peers to promote the well-being of individuals requiring additional support.

- Assisted with monitoring vital signs and managing medications in controlled practice environments.
- Provided companionship, ensuring comfort and promoting dignity during daily living activities.
- Collaborated creatively with team members for effective meal preparation and light housekeeping tasks.
- Documented care plan tasks and outcomes in a digital application, enhancing efficiency.
- Engaged in structured role-playing to improve patient interaction skills and communication effectiveness.
- Evaluated peer performance in caregiving, providing insightful feedback and fostering improvement.

#### Medical Assistant Student

University Research Lab 📅 September 2025 - December 2025 📍 Denver, CO

Conducted critical research on in-home care methodologies emphasizing the effectiveness of support systems available to elderly patients. Assisted in compiling data and developing informational resources for family caregivers.

- Participated in valuable research focusing on improving in-home patient care for senior citizens.
- Collected and analyzed data on health outcomes and patient satisfaction metrics.
- Created educational materials aimed at empowering families to manage their loved ones' health.
- Facilitated practical mock assessments with peers to simulate real-life caregiver situations.

## Mobile Applications

Data Collection Health Outcomes

## LANGUAGES

English Native

Spanish Proficient

## MY CAREER



● Medical Assistant Intern at University Project (5 Months)

● Medical Assistant Student at University Research Lab (3 Months)

- Maintained detailed records of research processes, ensuring accuracy and compliance.
- Presented findings to peers and faculty, enhancing understanding around patient advocacy.

## Healthcare App Developer

Hackathon Project 📅 March 2025 📍 Denver, CO

Worked collaboratively on designing an innovative mobile application that streamlined patient scheduling and improved cross-communication efficiency between healthcare providers and clients.

- Contributed to the design process of a transformative app focused on enhancing patient engagement.
- Implemented user-friendly features for medication reminders and appointment alerts.
- Led rigorous user testing sessions that provided essential feedback for iterative improvement.
- Successfully presented final project outputs, gaining recognition for application's usability.
- Actively communicated with healthcare professionals to ensure practical application of features.
- Documented key development milestones to reflect entire project journey.

## LEADERSHIP & AWARDS

- Outstanding Project Contributor Award for Healthcare Initiatives
- Exemplary Leadership Recognition in Community Service

## CERTIFICATIONS

- Certified Medical Assistant 📅 2026
- First Aid and CPR Certification 📅 2025

## PROFESSIONAL AFFILIATIONS

- Member of the National Association of Health Professionals
- Volunteered at Local Homeless Shelter Providing Health Screenings

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST