Patrick Meyer

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**OBJECTIVE**

***Seeking the position of entry level medical assistant at XYZ Medical Institution where my comprehensive healthcare training, administrative skills, great communication skills, and ability to perform basic medical tasks, like collecting samples for test and preparing injections, will enormously benefit the institution if employed.***

**CORE COMPETENCE**

* Excellent administrative skills
* Ability to prepare medicine concoction and injection
* Exceptional communication skills especially with patients
* Ability to operate an X-Ray machine
* Bilingual skills
* Ability to use MS Word and Excel proficiently
* Ability to multitask
* Ability to assist doctors in medical exams
* Understanding of medical coding

**WORK EXPERIENCE**

Florence Nightingale Hospital, New York | **Medical Assistant (Intern)** | Works under Supervision of a Doctor | *2024- Present*

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| * **Schedule appointments for patients**
* **Carry out administrative functions as assigned**
* **Help patients with their wheel chairs, bed adjustments, and any errand they need help with**
 | * **Assist doctors in medical examinations**
* **Take blood and urine samples as ordered by the doctor**
* **Maintain medical supplies**
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**EDUCATION AND CONTINUING PROFESSIONAL TRAINING**

* Princeton High School, Princeton, New Jersey | 2022
* Carrington College, Phoenix North, Arizona | Diploma in Medical Assisting Program | 2024