

Charlie Brown

923 Snoopy Avenue Apt. #203

Bellingham, WA 98226

Telephone: (360)555-3256

Objective:

Gain knowledge in the Medical field and apply what I have learned as a Medical Assistant in my clinical classes. I will be graduating with my certificate as well as my Associates in Science degree in _____. After graduating from College my goal is to continue taking math classes as prerequisites and further my education for a Physician's Assistant program. Meanwhile I will also be seeking for employment as a Medical Assistant and a family care clinic.

Education:

- Highline Community College, Des Moines, WA March 2006 (Running Start-college courses)
- Bellingham High School, Bellingham, WA Graduated June 2007 Diploma
- Whatcom Public Defenders Office, Bellingham, WA (23 hours of legal study)
- Highline Community College, Des Moines, WA January 2008 – April 2008
- Whatcom Community College, Bellingham, WA September 2008 –currently enrolled

Skills & Abilities:

I am proficient in Office 2010 with MS Word, MS Excel, and MS Power-Point. I have created a Website, Type 65wpm, and know how to use a Cash Register. Skills I have gained in my Medical Assisting program are as follows:

- Setting up sterile fields
- Knowing when to wear appropriate personal protective equipment
- Performing Venipuncture/injections
- Needle stick safety
- Sanitizing/ sterilizing equipment
- ECG placement
- Performing Rapid Strep tests
- Filling out certain lab requisition forms
- Filling out CS1500 forms
- Medical & surgical Asepsis
- Filling out a ledger card