DYONTE **BLAKE**

Experienced Medical Assistant

CONTACT

dyonte98@email.com ✉
(123) 456-7890 📞
Warren, MI 📍
LinkedIn 🔗

EDUCATION

Certificate of Achievement
Medical Assisting
Macomb Community
College
2010 - 2011
Warren, MI

High School Diploma
Fitzgerald High School
2006 - 2010
Warren, MI

SKILLS

Electronic Medical Records
(EMR) software (Cerner)
HIPAA and OSHA
Microsoft Office (Word,
PowerPoint, Excel)

CERTIFICATIONS

Certified Phlebotomy
Technician (CASC), 2019
Certified Medical Assistant
(AAMA), 2017
CPR and First Aid (ARC), 2017

WORK EXPERIENCE

Medical Assistant/ Phlebotomist

Henry Ford Medical Center
2017 - current / Warren, MI

- Implemented and administered medications during the visit and recorded data in the EMR system (Cerner)
- Managed rooming and patient flow, escorting patients to and from examining rooms
- Supervised 18 nursing in-box requests while maintaining medication supplies and patient care supply inventory
- Verified 100% of patient information by interviewing patients, reviewing their medical history, and confirming the purpose of their visit
- Reduced excess spending by electronically ordering 80% of the lab, x-ray, and medical supplies
- Directed 24+ daily patients to the front desk or other areas upon the completion of appointments or treatments

Medical Assistant

Insight Surgical Hospital
2011 - 2017 / Warren, MI

- Systematized comprehensive and accurate logs for equipment, including refrigerator logs, eyewash logs, sample medications, AED, suction, and others
- Interviewed 80% of patients and measured vital signs such as pulse rate, temperature, blood pressure, weight, and height, and recorded all information on patients' charts
- Organized assigned rooms and cupboards, ensuring sufficient levels of supplies, and introduced a system to manage supply inventory that saved 4 hours every week
- Documented and organized 20+ daily patient visits in the EMR system (Cerner)
- Managed customer service to internal and external customers via 3 phone systems, email, in-person discussions, and direct mail