

Anthony Brown

Medical Assistant

AREAS OF EXPERTISE

Administrative tasks

Helping people

Greeting patients

Typing & word-processing

Patient charts

Filing

Medical reception duties

Scheduling appointments

Writing correspondence

Administration

MS Office applications

Blood drawing procedures

Office operations

Injections & immunizations

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to giving the best possible service and care to patients. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members. Thirdly my desire to do everything possible to ensure that any department I work for not only meets but indeed exceeds all of the goals and targets set for it."

Anthony Brown

PERSONAL SUMMARY

A hard working and responsible Medical Assistant who is interested in people and has a strong desire to care for the sick and injured. Anthony displays emotional maturity, maintains a high degree of integrity, and promotes a positive work environment by setting an example. He is committed to coming up with value added solutions that will help physicians to deliver high quality, cost effective healthcare. As a physically fit individual he is also more than able to assist with the handling and lifting of patients. Apart from being an effective team player who contributes valuable ideas and feedback to senior managers, he is also someone who can be counted on to meet all his commitments.

Right now Anthony is looking for a suitable position with a company that provides an excellent benefits package, competitive salary and career growth opportunities.

CAREER HISTORY

Hospital - Birmingham

MEDICAL ASSISTANT

Jul 2011 - Present

Responsible for performing administrative and clinical tasks to support the work of physicians and other health professionals. Also in charge of assisting physicians in providing primary health care to patients and in the management of patient care.

Duties

- Preparing examination and treatment rooms with necessary medical instruments and administrative paperwork.
- Assisting with transferring patients onto stretchers.
- Carrying devices and loads into ambulances.
- Communicating with doctor's surgeries and hospitals.
- Providing assistance in emergency situations as directed by medical staff.
- Taking a patient's vital signs as well as height and weight measurements.
- Reporting deficiencies or defects in medical equipment or procedures.
- Ensuring that the waiting room, front desk and break rooms are kept clean and well maintained.
- Taking a patient's blood pressure, temperature, pulse, respiration and weight.
- Reviewing a patient's history by interviewing them.
- Collecting and preparing specimens for laboratory analysis.
- Accountable for the ordering and managing of supplies for the medical department.

Healthcare Centre - Coventry

TRAINEE NURSE

Feb 09 - Jul 11

Assisting the professional and technical nursing staff by performing any delegated duties, specialized procedures and helping out with the care of clinic patients.

Duties

- Advising patients about medications and special diets.
- Participating in all departmental monthly, quarterly, and annual meetings.
- Taking reports at start of shifts and giving reports at end of shifts.
- Liaising with RGNs, Manager, professionals such as GPs when required.
- Winning the hearts and minds of patients and families.