

George Smith

Medical Assistant

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Profile Summary

Dedicated and highly skilled Medical Assistant with over 5 years of experience in providing exceptional patient care and support in fast-paced medical environments. Expertise in administrative duties, clinical tasks, and patient communication, ensuring smooth healthcare operations. Committed to delivering high-quality medical assistance and fostering a compassionate environment for patients and colleagues.

Work Experience

Senior Medical Assistant

Massachusetts General Hospital
1st Mar, 2019 - Present

- Streamlined patient flow by 30%, enhancing clinic efficiency through collaboration with healthcare providers and administrative staff.
- Mentored 10 junior medical assistants, fostering professional development and improving team performance.
- Implemented an electronic medical record system, reducing administrative errors by 25%.

Medical Assistant

Boston Medical Center
1st Jun, 2016 - 28th Feb, 2019

- Assisted with daily clinical tasks, including drawing blood, taking vital signs, and preparing patients for examinations, increasing patient satisfaction scores by 15%.
- Managed patient scheduling and follow-up communications, ensuring a 20% increase in appointment adherence.
- Collaborated in a team of 5 to implement a patient education program, improving patient understanding and compliance.

Education

Northeastern University

Bachelor of Science in Health Sciences
1st Sep, 2012 - 31st May, 2016

Skills

Patient Care, Phlebotomy, Patient Scheduling, Electronic Medical Records, Communication, Team Leadership

Notable Projects

Patient Education Initiative

Led a project to develop comprehensive educational materials for patients, increasing health literacy and treatment compliance.

Certifications

Certified Medical Assistant (CMA)

Issued by American Association of Medical Assistants (AAMA), 12th May, 2016

Awards

Excellence in Patient Care Award

Awarded by Boston Medical Center, 15th Apr, 2018