



Magnolia Curry

Medical Assistant/Patient Support Assistant

☎ (847) 555-1234 ✉ magnolia.curry@email.com

🌐 linkedin.com/in/magnolia-curry 📍 123 Health St, Arlington Heights, IL 60004

STRENGTHS

- 🗣️ **Patient-Centered Communication**
Created a welcoming atmosphere for patients, resulting in improved visit experiences that foster trust.
- 💡 **Proactive Approach**
Addressed potential patient issues before they escalated, significantly increasing satisfaction rates among patients.
- 👥 **Team Collaboration**
Worked closely with diverse healthcare teams, enhancing efficiency and integration of patient care protocols.
- 🔄 **Adaptability**
Responded swiftly to changing schedules and patient needs, maximizing responsiveness in time-sensitive scenarios.
- ✅ **Attention to Detail**
Meticulously maintained EMR documentation and clinical standards, ensuring top-tier compliance and patient safety.

SKILLS

Patient Care EMR Documentation

Vital Signs Monitoring

Medical Terminology

Team Collaboration

Inventory Management

Medication Administration

Communication Skills

Problem Solving

Technical Proficiency

Record Keeping

Preparation Assistance

SUMMARY

Compassionate Medical Assistant experienced in providing both front office and clinical support within a physician practice. Skilled in effectively coordinating care between patients and healthcare teams, diligently ensuring patient safety and confidentiality. Experienced with documentation in EMR systems, including obtaining and verifying medical histories while assisting physicians during examinations and treatments. Bringing exceptional customer service skills, adept at managing patient interactions and fostering trust, contributing to a seamless healthcare environment. Recognized for being proactive and meticulous in maintaining clinical standards while enhancing overall patient experience.

EXPERIENCE

Medical Assistant

HealthBridge Medical Group 📅 January 2025 - Present 📍 Arlington Heights, IL

Serves as integral part of healthcare team, delivering front office and clinical support to ensure optimal patient care. Implements efficient processes to document and manage patient interactions across various platforms, always adhering to health regulations.

- Coordinate with healthcare teams, enhancing communication and patient flow.
- Conduct thorough documentation in EMR systems, maintaining privacy and accuracy.
- Administer medications and perform diagnostic tests under physician supervision.
- Prepare examination areas, focusing on cleanliness and readiness for procedures.
- Actively communicate post-care instructions, fostering enhanced patient engagement.
- Manage inventory of medical supplies, ensuring compliance with safety standards.

Patient Care Assistant

NorthShore Medical Center 📅 June 2023 - December 2024 📍 Schaumburg, IL

Provided essential support in a fast-paced healthcare setting, responsible for patient admissions and direct assistant roles within the nursing team. Reinforced team collaboration to enhance patient experiences and outcomes.

- Document patient records accurately, maintaining regulatory compliance.
- Assist in patient transitions, including admissions and discharges.
- Ensure cleanliness of patient environments to promote comfort and safety.
- Work alongside multidisciplinary teams to address patient needs quickly.
- Participated actively in training sessions, broadening skills in patient care.
- Foster relationships with patients, promoting trust and reliability.

Clinical Intern

Evergreen Health Services 📅 January 2023 - May 2023 📍 Buffalo Grove, IL

Gained hands-on experience through a structured internship program focused on patient intake assessments and EMR practices. Strengthened communication techniques vital for effective patient interaction.

- Conduct patient intakes, gathering essential history for streamlined evaluative processes.
- Assist healthcare providers during examinations, improving patient experiences.
- Navigate EMR systems for efficient patient data handling.
- Collaborate with mentors to refine approaches to patient care coordination.
- Participate in community outreach, reinforcing public health education.
- Build rapport with patients, easing anxiety and encouraging openness.

LEADERSHIP & AWARDS

- Dean's List, Illinois Health Careers Institute, 2023
- Outstanding Intern Award, Evergreen Health Services, 2023

Interpersonal Skills

Compliance Adherence

Care Coordination

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Medical Assistant at HealthBridge Medical Group (1.5 Years)

● Patient Care Assistant at NorthShore Medical Center (1.5 Years)

● Clinical Intern at Evergreen Health Services (4 Months)

EDUCATION

Medical Assistant Diploma

Illinois Health Careers Institute 🎓 GPA: 3.8 📅 2023 📍 Remote

Coursework: Patient Care, EMR Documentation, Medical Terminology, Vital Signs Monitoring

CERTIFICATIONS

- BLS/CPR Certification 📅 2025
- First Aid Certification 📅 2024

TECHNICAL SKILLS

- **Electronic Medical Records:** Epic, Cerner, Allscripts
- **Medical Equipment:** EKG Machine, Spirometer, Blood Pressure Monitor
- **Administrative Tools:** Microsoft Office, Google Workspace, Scheduling Software
- **Communication Platforms:** Telephone Systems, Email, Patient Portals
- **Inventory Management:** Supply Chain Tracking, Equipment Maintenance, Safety Audits
- **Patient Care Protocols:** Room Preparation, Cleanliness Standards, Patient Interaction Techniques
- **Patient Safety Procedures:** Privacy Regulations, Confidentiality Compliance, Emergency Protocols
- **Healthcare Certifications:** BLS, CPR, First Aid
- **Data Entry Skills:** EMR Input, Documentation Accuracy, Information Security
- **Team Collaboration Tools:** Project Management Software, Internal Messaging, Cloud-Based File Sharing

PROFESSIONAL AFFILIATIONS

- Member, Health Professions Student Association, 2022 - 2023
- Volunteer, Community Health Fair, 2023

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST