

Leilani Lawson

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SUMMARY

Certified **Medical Assistant** with four years of patient care experience across primary care and **physician office** settings. Supports physicians through patient rooming, vital sign collection, examination preparation, chaperone support, immunization workflows, phlebotomy, and accurate clinical documentation. Coordinates referrals, diagnostic testing schedules, treatment follow up, and prescription requests through established office procedures. Communicates clearly with patients and care teams, helping visits stay organized during busy weekday clinic operations. Current AHA **Basic Life Support** certification, AAMA **Certified Medical Assistant** credential, medical assisting diploma, and Florida driver's license support safe ambulatory care. Brings steady attention to patient comfort, privacy, infection prevention, record accuracy, and continuity of care across routine and follow up visits.

EXPERIENCE

Certified Medical Assistant, Primary Care

October 2024 - Present

Seaside Family Medicine

St. Augustine, FL

Support **back office** primary care operations for physicians and patients, managing room preparation, clinical records, testing coordination, prescription workflows, phlebotomy, immunization support, and patient flow.

- Prepared examination rooms and recorded vital signs for **primary care** visits.
- Updated histories, medications, **vital signs**, and **clinical records** before provider encounters.
- Coordinated **diagnostic testing**, referrals, and follow up care through physician directed workflows.
- Processed prescription renewal requests and routed clinical exceptions for provider review.
- Performed phlebotomy and supported immunizations with identification and infection prevention practices.
- Provided chaperone support and explained visit flow, helping **patients** feel comfortable during examinations.

Medical Assistant, Primary Care

October 2022 - September 2024

Riverbend Primary Care Associates

Jacksonville, FL

Supported a multi provider **physician office** through **patient care**, examination preparation, documentation, referral tracking, diagnostic scheduling, prescription coordination, immunization support, and daily clinic operations.

- Roomed **patients** and collected **vital signs** for routine, preventive, and follow up appointments.
- Confirmed appointment information and communicated patient concerns to physicians and care staff.
- Tracked diagnostic orders, **referrals**, and treatment schedules for reliable handoffs.
- Routed **prescription requests** with complete medication details for efficient provider decisions.
- Collected blood samples under supervision and documented immunization visit tasks.
- Coordinated with providers and administrative staff during high volume clinic days.

PROJECTS

Primary Care Visit Flow Improvement 📅 2024

Mapped rooming, documentation, referral, and prescription steps during medical assisting work. Improved handoff clarity through complete visit information and consistent follow up tracking.

Ambulatory Care Skills Portfolio 📅 2022

Applied medical assisting coursework in patient care, phlebotomy, immunization support, clinical documentation, and physician office administration through supervised training.

LEADERSHIP & AWARDS

- AAMA Certified Medical Assistant credential earned in 2023.
- AHA Basic Life Support certification maintained through 2026.
- Recognized by primary care teams for attentive patient service and dependable clinical documentation.

EDUCATION

Medical Assisting Diploma

2022

First Coast Technical College GPA: 4.0

St. Augustine, FL

Coursework: Patient care, medical office administration, clinical documentation, phlebotomy

CERTIFICATIONS

- Basic Life Support, AHA 📅 2026

- Certified Medical Assistant, AAMA 📅 2023
- Florida Driver's License 📅 2026

TECHNICAL SKILLS

- **Patient Care:** Patient rooming, vital signs, examination preparation
- **Clinical Records:** Medical documentation, patient histories, medication updates
- **Care Coordination:** Referrals, treatment scheduling, follow up tracking
- **Diagnostic Services:** Diagnostic testing, order tracking, appointment scheduling
- **Medication Support:** Prescription requests, renewal routing, medication review
- **Clinical Procedures:** Phlebotomy, blood collection, immunization support
- **Safety Practices:** Infection prevention, patient identification, clinical safety
- **Patient Support:** Chaperone support, visit communication, patient comfort
- **Office Operations:** Back office workflow, patient flow, physician office support
- **Certifications:** AHA BLS, AAMA CMA, Florida driver's license

SKILLS

- | | | | |
|---------------------|--------------------------|-------------------------|-----------------|
| • Primary Care | • Medical Documentation | • Prescription Requests | • Clinical Care |
| • Medical Assisting | • Patient Chaperoning | • Referrals | • Patient Care |
| • Patient Rooming | • Diagnostic Scheduling | • Phlebotomy | • BLS |
| • Vital Signs | • Treatment Coordination | • Immunization Support | |

PROFESSIONAL AFFILIATIONS

- American Association of Medical Assistants credential holder.
- American Heart Association Basic Life Support certified.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST