

Mary B. Medical
222 Hwy NN
Rhineland, WI 54545
715-300-0000
medicalm@newzynorth.net

Objective	A position as a Medical Assistant with Ministry Health	
Summary of Qualifications	Experience working in health care setting providing direct care to patients. Honest, dependable, organized, self-starter with excellent customer service skills who is able to assess client needs, make timely decisions, and provide appropriate follow-through.	
Education	Nicolet Area Technical College – Rhineland, WI Medical Assistant Diploma GPA 3.5 Coursework includes: <ul style="list-style-type: none">▪ Laboratory Procedures▪ Clinical Procedures▪ Office Insurance and Finance▪ Law and Ethics▪ Communication▪ MS Word▪ Pharmacology	2005-2007
Professional Experience	Marshfield Clinic - Minocqua, Wisconsin Medical Assistant Externship <ul style="list-style-type: none">▪ Gathered patient information▪ Prepared procedure papers▪ Scheduled appointments▪ Performed routine laboratory procedures▪ Provided patient education Petersen Health Care - Rhineland, WI Certified Nursing Assistant <ul style="list-style-type: none">▪ Provided for patient care of 12 bed unit▪ Assisted patients with daily hygiene needs▪ Encouraged and assisted patients with walking and daily exercise▪ Charted and documented activities▪ Worked in teams with other personnel	March – April 2006 2000 - 2005
Awards/Achievements	<ul style="list-style-type: none">▪ Employee of the Month – Petersen Health Care June 2004▪ Dean’s List▪ 2003 Volunteer of the Year Award – YMCA	
Reference	Furnished upon request	