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| Jane Doe |
| SummaryDedicated and compassionate entry-level Medical Assistant with a strong background in patient care and administrative tasks. Eager to contribute to a healthcare team and enhance patient experiences.Work Experience**Medical Assistant Intern Jan 2023 – Present**Health Clinic Anytown, CA* Assisted with patient intake and recorded vital signs for over 50 patients weekly.
* Managed electronic health records and ensured accuracy in patient documentation.

**Receptionist Jun 2022 – Dec 2022**Family Health Center Anytown, CA* Scheduled appointments and handled patient inquiries, improving office efficiency by 20%.
* Coordinated communication between patients and healthcare providers.

EducationAssociate of Science: Medical Assisting Jan 2022*Anytown Community College**Anytown, CA*certifications* Certified Medical Assistant (CMA) – AAMA – 2022
 | Contact(123) 456-7890jane.doe@example.comAnytown, CA 90210SkillsPatient CareMedical TerminologyChartingVital Signs MonitoringPhlebotomySchedulingElectronic Health RecordsCommunication SkillsTeam Collaboration |