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| Jane Doe | | |
| Summary  Dedicated 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.   Education Associate of Science: Medical Assisting Jan 2022 *Anytown Community College**Anytown, CA*  certifications   * Certified Medical Assistant (CMA) – AAMA – 2022 | Contact  (123) 456-7890  jane.doe@example.com  Anytown, CA 90210  Skills  Patient Care  Medical Terminology  Charting  Vital Signs Monitoring  Phlebotomy  Scheduling  Electronic Health Records  Communication Skills  Team Collaboration |