



**CAROL ALVAREZ**

663 Peach Street • Novato, CA 94945 • 415-261-3005

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# CERTIFIED MEDICAL ASSISTANT

CMA with experience in a multi-physician family medical practice and additional healthcare experience as an RPT. Known for dedication to providing premium patient care. Skills include:

- *Medical Office Supply Inventory*
- *Laboratory Procedures*
- *Patient Records Management*
- *Data Entry (55 WPM)*
- *Answer Phones & Filing*
- *Taking Patient Vitals*
- *Blood Draws*
- *Injections*
- *Patient Scheduling*
- *Ancillary Testing*
- *Patient Education*
- *HIPAA & JCAHO Knowledge*

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## Education

**Certified Medical Assistant (CMA)**, 2004-Present

**High School Diploma**, SAN MARIN HIGH SCHOOL — Novato, CA, 1998

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## Professional Experience

TOWN AND COUNTRY PEDIATRICS — Novato, CA

**Certified Medical Assistant**, 2006-Present

Prepared patients to be seen by Physician, administered tests and oversaw inventory control.

- Checked patient Ht, Wt, vision and hearing, administered nebulizer treatments, injections, checked vitals, blood pressure, temperature, pulse and urine tests.
- Prepared specimens to be sent to the lab, stocked exam rooms daily.
- I was in charge of the vaccine inventory and ordering of weekly vaccines as well as medical supplies
- Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

MARIN COMMUNITY CLINIC — Novato, CA

**Certified Medical Assistant**, 2004-2006

Serve as a key member of healthcare team for a busy community clinic. Assist seven MDs as well as PA and RN team in ensuring optimal patient care and smooth daily functioning of office. *Key Results:*

- Consistently praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records and patient processing, as well as requested lab and x-ray results done outside the clinic) that allowed doctors and nursing staff to focus on the health concerns of their patients.
- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures (e.g., EKGs, nebulizer treatments, glucose and lead testing, urinalysis and sterilized instruments in autoclave).
- Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

**REFERENCES AVAILABLE UPON REQUEST**