

Syeisha Sangiorgi

Medical Assistant

Details

syeisha.sangiorgi@gmail.com

(512) 487-8974

4567 Broad Street, Hartford, CT 06106

Profile

I am a certified medical assistant with over 1 year of experience in the field. I have worked in both outpatient and inpatient settings, and have gained a broad range of skills that make me an asset to any healthcare team. I am proficient in taking vital signs, administering injections, performing EKGs, and assisting with minor surgical procedures. I also have experience handling front office duties such as scheduling appointments and verifying insurance benefits. In addition to my clinical skills, I am also excellent at multitasking and staying calm under pressure – two essential qualities for any medical assistant.

Employment History

Medical Assistant at Hartford Healthcare, CT

May 2022 - Present

- Assisted in examination and treatment of patients under the supervision of a licensed physician.
- Performed administrative duties such as scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.
- Obtained patient histories and vital signs prior to doctor's appointment.
- Prepared exam rooms with necessary instruments and supplies.
- Assisted physicians with procedures such as biopsies, suturing lacerations, administering immunizations etc.

Medical Assistant II at Stamford Health, CT

Sep 2021 - Mar 2022

- Assisted in the care of over 50 patients per day on average.
 - Completed all required medical charting and documentation within 48 hours.
 - Maintained a 98% accuracy rate when entering patient data into EHRs.
 - Authored an SOP for new MA hires that was adopted by the facility.
 - Trained 3 new Medical Assistants during their first month on the job.
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Education

Medical Assistant Diploma at Manchester Community College, CT

Aug 2016 - May 2021

I've learned how to draw blood, give injections, take vitals, and perform EKGs.

Links

[linkedin.com/in/syeishasangiorgi](https://www.linkedin.com/in/syeishasangiorgi)