

Shanay Stears

Medical Assistant

✉ shanay.stears@gmail.com

☎ (456) 309-2538

EDUCATION

Medical Assistant Diploma at The University of Texas at Austin

Aug 2017 - May 2021

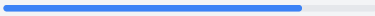
I have learned how to take medical histories, measure vital signs, give injections, prepare patients for examinations, and assist with office procedures.

LINKS

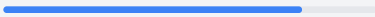
[linkedin.com/in/shanaystears](https://www.linkedin.com/in/shanaystears)

SKILLS

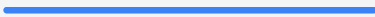
Medical Terminology



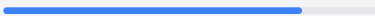
Anatomy and Physiology



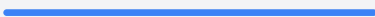
Medical Billing and Coding



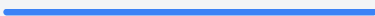
Electronic Health Records (EHR)



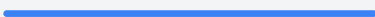
Scheduling and Appointment Management



Insurance Verification

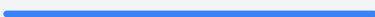


Patient Education

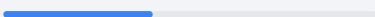


LANGUAGES

English



Dutch



HOBBIES

Organizing

Crafting

Reading

PROFILE

As a certified medical assistant, I have over 1 year of experience working in a fast-paced medical office. I am highly organized and detail oriented with excellent customer service skills. I am proficient in managing patient schedules, handling insurance paperwork, and providing support to the clinical staff. In addition, I have experience taking vital signs, administering injections and lab tests, and assisting with minor surgical procedures.

EMPLOYMENT HISTORY

● Medical Assistant at Baylor Scott & White Health, TX

Mar 2022 - Present

- I administered injections to patients as prescribed by their physician.
- I completed EKGs, lab work and other diagnostic tests per physicians' orders.
- I scheduled appointments for patients and assisted with insurance paperwork.
- I took patient histories and vital signs, then communicated this information to the doctor prior to each examination.
- After each exam, I instructed patients on follow-up care such as diet, exercise or medication changes.
- I also sterilized equipment and ensured that the exam rooms were stocked with supplies.

● Medical Assistant II at The University of Texas Health Science Center at Houston, TX

Jul 2021 - Jan 2022

- Assisted in administering treatments prescribed by physicians, including injections and immunizations.
- Monitored patients' vital signs and assisted with diagnostic testing.
- Prepared exam rooms for patient visits and maintained cleanliness throughout the office.
- Acted as a liaison between patients and doctors, providing instructions from the latter to the former.
- Managed medical records using an electronic health record (EHR) system.

CERTIFICATES

Certified Medical Assistant (CMA)

Mar 2021

Registered Medical Assistant (RMA)

Oct 2019

MEMBERSHIPS

American Association of Medical Assistants (AAMA)

National Healthcare Association (NHA)