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| Jane Doe | | |
| Summary  Dedicated and compassionate entry-level Medical Assistant eager to contribute to patient care and support healthcare teams. Strong organizational skills and attention to detail with a passion for helping others.  Work Experience  **Medical Assistant Intern May 2023 – Present**  Health Clinic Springfield, IL   * Assisted healthcare providers with patient examinations and procedures. * Maintained accurate patient records and updated EHR systems.   **Front Desk Receptionist Jan 2022 – Apr 2023**  Local Medical Office Springfield, IL   * Managed patient appointments and ensured efficient office operations. * Provided excellent customer service, addressing patient inquiries and concerns.   Education Associate of Applied Science: Medical Assisting Jan 2023 *Springfield Community College**Springfield, IL*  certifications   * Certified Medical Assistant (CMA) – AAMA – 2023 | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Patient Care  Vital Signs Monitoring  Electronic Health Records (EHR)  Medical Terminology  Injections and Immunizations  Scheduling Appointments  Phlebotomy  Customer Service  Team Collaboration  Time Management |