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| Jane Doe |
| SummaryDedicated 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.

EducationAssociate of Applied Science: Medical Assisting Jan 2023*Springfield Community College**Springfield, IL*certifications* Certified Medical Assistant (CMA) – AAMA – 2023
 | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsPatient CareVital Signs MonitoringElectronic Health Records (EHR)Medical TerminologyInjections and ImmunizationsScheduling AppointmentsPhlebotomyCustomer ServiceTeam CollaborationTime Management |