

Ashley Doyle

Certified Medical Assistant

Work Experience

Certified Medical Assistant excited to progress in my career at a strong community hospital like Robert Wood Johnson. Strong communication and organizational skills have enabled me to improve patient care by allowing doctors and nurses to focus on what they do best.

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(123) 456-7890

Elizabeth, NJ

[LinkedIn](#)

Elmora Family Practice

Medical Office Assistant

2018 - current | Elizabeth, NJ

- Led the front-desk operations and was responsible for scheduling patient visits, sending follow-up reminders, and welcoming patients
- Coordinated with insurance companies to provide estimates for patients and to file claims for reimbursement
- Managed inventory for front of office supplies (office supplies like pens, envelopes, etc) and some medical supplies
- Shepherded patients into visitation room, ensuring they felt at ease and understood office procedures

Amazon

Warehouse Specialist

2016 - 2018 | Newark, NJ

- Worked inside an Amazon warehouse selecting, packing and shipping customer orders.
- Processed return labels, spare parts, and replacements.
- Stored, stacked, and palletized materials in accordance with prescribed storage methods.

Skills

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- Electronic Medical Record (EMR) software
 - Proficient in reading EKGs
 - Knowledge of HIPAA and OSHA regulations
 - Microsoft Word, Excel, PowerPoint
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Education

Union County College

Bachelor of Arts, Health Science

2018 - 2020 | Cranford, NJ

Certifications

- Certified Medical Assistant (AAMA), 2017
- CPR and First Aid (ARC), 2019