

# Emma Torres

Austin, TX | (123) 444-5555  
email@example.com  
LinkedIn



**Medical assistant extern with hands-on clinical experience in patient care, diagnostic testing, and front office operations. Recently completed an externship in a fast-paced clinic, assisting with administrative and clinical tasks.**

## Professional Experience

January 2023  
- June 2023

### Medical assistant extern

*Austin Community Health Clinic, Austin, TX*

- Assisted in over 200 patient check-ins, ensuring accurate documentation and smooth clinic flow
- Performed blood draws and prepared specimens for lab testing, reducing processing errors by 20%
- Updated and organized patient EHR records, improving data accuracy
- Shadowed experienced medical assistants in minor procedures such as wound care and injections

## Education

### Diploma in Medical Assisting

Austin Community College, Austin, TX

## Key Skills

- Patient vital signs and medical history intake
- Phlebotomy and specimen collection
- EHR documentation and scheduling
- Administering vaccines and basic lab work
- Assisting with minor medical procedures

## Certifications

- Certified Medical Assistant (CMA), AAMA
- Basic Life Support (BLS) Certification