



MICHAEL REYNOLDS

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Efficient urgent care medical assistant with five years of experience in fast-paced clinical environments, assisting in emergency procedures, triaging patients, and managing medical records. Skilled in wound care, EKGs, and administering injections, contributing to a 30% improvement in patient flow efficiency.

Professional Experience

Urgent care medical assistant

*FastTrack Urgent
Care, Phoenix, AZ,
| July 2019 - Present*

- Conduct initial patient intake and triage, reducing patient wait times by 25%
- Assist physicians in wound care procedures, improving treatment turnaround by 30%
- Administer injections and medications with 100% accuracy, adhering to all safety regulations
- Perform EKGs and other diagnostic tests, ensuring prompt physician review

Medical assistant intern

*Arizona QuickCare,
Phoenix, AZ,
| January 2018 -
June 2019*

- Supported physicians in minor emergency procedures and wound dressing
- Educated patients on medication adherence and post-treatment care
- Managed patient records and insurance verification, ensuring smooth clinic operations

Education

Associate of Applied Science in Medical Assisting Arizona State University, Phoenix, AZ

Key Skills

- Triage and patient intake
- Wound care and suturing assistance
- EKG testing and monitoring
- Administering injections and medications
- Emergency procedure support

Certifications

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