

# MICHAEL REYNOLDS

## Urgent Care Medical Assistant

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.

Phoenix, AZ  
email@example.com  
(123) 987-6543  
[LinkedIn](#)

## 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