



Emma
Torres

Medical Assistant
Externship

Austin, TX
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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.

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

Professional Experience

Medical assistant extern

Austin Community Health Clinic, Austin, TX | January 2023 - June 2023

- 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

Certifications

- Certified Medical Assistant (CMA),
AAMA

- Basic Life Support (BLS) Certification