

# Professional Experience

## Medical Executive Assistant

St. Helena Medical Center, Baltimore, MD | April 2016 - Present

- Manages calendars, staff briefings, and meeting agendas for the Chief Medical Officer and department heads
- Coordinates compliance paperwork and medical credentialing for 45+ staff during audit cycles
- Drafts administrative reports, prepares clinical updates, and facilitate leadership presentations for the hospital board

## Administrative Assistant

Parkwell Family Health, Towson, MD | June 2014 - March 2016

- Provided administrative support for medical directors, including patient correspondence and internal policy updates
- Helped design procedure documentation for three clinical departments
- Organized executive offsite planning for statewide health leadership summits

# Education

## Associate of Science (A.S.) in Health Care Administration

Baltimore City Community College, Baltimore, MD | May 2014

# Certifications

- Certified Medical Administrative Assistant (CMAA) | NHA | September 2017

# Reese King

## Medical Executive Assistant

Baltimore, MD 21201  
email@example.com  
(000) 000-0000

**Medical Executive Assistant with 9 years of experience supporting hospital executives, chief medical officers, and clinical leadership teams**

Focused on balancing administrative efficiency with clinical compliance. Skilled at report coordination, credentialing support, and sensitive communications.

# Key Skills

- Calendar coordination
- Compliance tracking
- Credentialing paperwork
- Medical records support
- Presentation prep
- Provider communications
- Report formatting