

# SHANNON REYNOLDS

CV

🏠 999 S. Centinio Drive, Boston, MA 24680 📞 987-654-3210 ✉️ exampleresume@cvmaker.com

Detail-oriented and attentive medical assistant with 8+ years of experience. AAMA Certified Medical Assistant and Phlebotomy Technician (CPT) with experience in both clinical duties and administrative tasks. Searching for a position to use my true passion for helping people as a member of the healthcare community.

## WORK EXPERIENCE

### Medical Assistant & Phlebotomist

May 2018 - Present

Boston University Hospital, Boston, MA

- Work with various insurance providers on behalf of patients.
- Update and record patient information into the hospital database and manage appointment follow-up and scheduling.
- Acquire patient urine and blood samples and prepare them for processing by the laboratory.

### Medical Assistant

Sep 2014 - May 2020

Duncan Family Doctors, Boston, MA

- Managed all supply inventory, including stocking and ordering all maintenance which led to a 3% operating cost savings year-over-year.
- Assisted family physicians with exams for over 2,000 patients from more than 700 families
- Cleaned and maintained exam rooms and all medical equipment

## EDUCATION AND QUALIFICATIONS

### Certified Phlebotomy Technician

2018

Boston Community College, Boston, MA

### Medical Assisting Services Diploma

2014

Boston Community College, Boston, MA

### Certified Medical Assistant

2012

Boston Community College, Boston, MA

## SKILLS

Microsoft Office Suite	Expert
Team Leadership	Experienced
Database Management	Expert
First Aid & CPR	Expert
HIPAA Guidelines	Expert
ICD-9 and CPT Designations	Expert

## REFERENCES

### Liam Shuester

Available upon request

Duncan Family  
Doctors

### Bryson Matthews

Available upon request

Duncan Family  
Doctors

### Darrin Newsom

Available upon request

Boston Community  
College