

Amina Patel

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SUMMARY

Compassionate and detail-oriented entry-level medical assistant with a solid foundation in patient care and administrative support. Proficient in medical terminology and eager to leverage skills in a fast-paced clinical environment to enhance patient experiences.

EXPERIENCE

Medical Assistant Intern

Jan 2023 - Present

Austin Family Clinic, Austin, TX

- Assisted in the management of over 200 patient records weekly, ensuring accuracy and confidentiality which improved patient data retrieval speed by 30%.
- Performed vital signs assessments and collected patient history, contributing to improved patient flow and satisfaction ratings by 15%.
- Collaborated with a team of healthcare professionals to support patient care activities, utilizing electronic health records (EHR) systems.

Volunteer Medical Assistant

Sep 2022 - Dec 2022

Community Health Fair, Austin, TX

- Provided direct patient support to over 100 individuals during health screenings, ensuring a compassionate and informative experience.
- Assisted in the coordination of patient intake processes, reducing wait times by 25%.
- Educated patients on preventative health measures, increasing engagement in follow-up care services.

Receptionist

Jun 2021 - Dec 2022

Local Wellness Center, Austin, TX

- Managed front desk operations, including appointment scheduling and patient inquiries, enhancing overall office efficiency by 20%.
- Utilized practice management software to reduce appointment scheduling errors, leading to a 95% patient satisfaction rate.
- Trained new staff on office procedures and patient care protocols.

EDUCATION

Bachelor of Science in Health Sciences

May 2021

University of Texas at Austin, Austin, TX • GPA: 3.8

SKILLS

Technical Skills: Patient Care, Medical Terminology, Vital Signs Monitoring, Electronic Health Records (EHR)

Tools & Frameworks: Microsoft Office Suite, Practice Management Software, Telehealth Platforms