

Amina Patel

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SUMMARY

Dedicated Senior Level Medical Assistant with over 7 years of experience in providing high-quality patient care and administrative support. Proven ability to enhance workflow efficiency and improve patient satisfaction through exceptional organizational skills and attention to detail.

EXPERIENCE

Senior Medical Assistant

Jan 2022 - Present

HealthFirst Medical Group, Seattle, WA

- Streamlined patient scheduling process, reducing wait times by 30% and improving patient throughput.
- Implemented electronic health record (EHR) system integration, increasing documentation accuracy by 25%.
- Trained and mentored a team of 5 junior medical assistants, enhancing overall team performance and patient care.

Medical Assistant

Feb 2018 - Dec 2021

City Health Clinic, Seattle, WA

- Assisted in over 200 patient assessments and procedures monthly, ensuring adherence to safety protocols.
- Developed patient education materials that improved patient compliance rates by 15%.
- Collaborated with healthcare providers to optimize treatment plans, resulting in a 20% increase in patient satisfaction scores.

Medical Assistant Intern

Jan 2016 - Jan 2018

Sunrise Family Practice, Seattle, WA

- Supported medical staff in daily operations, leading to a 10% reduction in appointment cancellations.
- Assisted in maintaining inventory and ordering supplies, achieving a cost savings of \$500 annually.
- Performed routine lab tests and assisted in minor surgical procedures, gaining hands-on experience in clinical settings.

EDUCATION

Bachelor of Science in Health Sciences

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Patient Care, EHR Management, Clinical Procedures, Medical Billing & Coding

Tools & Frameworks: Epic, Cerner, Microsoft Office Suite