

Annabell Leiser

Clinic Assistant

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📍 1234 Desert Breeze Rd,
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EDUCATION

Diploma in Medical Assisting at New Mexico State University, Las Cruces, NM

Sep 2017 - May 2022
Relevant Coursework: Anatomy and Physiology, Medical Terminology, Medical Law and Ethics, Clinical Procedures, Pharmacology, Medical Office Administration, and Patient Care Techniques.

LINKS

[linkedin.com/in/annabellleiser](https://www.linkedin.com/in/annabellleiser)

SKILLS

- Phlebotomy
- EKG Administration
- Sterilization Techniques
- EMR Proficiency
- Wound Dressing
- Medical Terminology
- CPR Certification

LANGUAGES

- English
- Bengali

HOBBIES

- Gardening
- Scrapbooking

PROFILE

Dedicated Clinic Assistant with 1 year of experience in providing efficient and compassionate healthcare support in a clinical setting. Proficient in managing administrative tasks, assisting with patient care, and maintaining a clean and organized environment. Demonstrates excellent communication, organizational, and multitasking skills, with a strong commitment to patient satisfaction and confidentiality.

EMPLOYMENT HISTORY

- Clinic Assistant at New Mexico Health Connections, NM**
Mar 2023 - Present
 - Successfully managed the scheduling and coordination of over 1,500 patient appointments per month, resulting in a 20% increase in appointment efficiency and a 15% decrease in patient wait times.
 - Streamlined the clinic's inventory management system, leading to a 25% reduction in supply costs and ensuring that essential medical supplies were consistently available for patient care.
 - Implemented a new patient intake system that improved patient satisfaction scores by 30% and expedited the check-in process by an average of 10 minutes per patient.
- Clinic Assistant Trainee at Presbyterian Medical Services, NM**
Jul 2022 - Jan 2023
 - Successfully assisted in over 200 patient consultations within the first 3 months, ensuring efficient and high-quality care for all patients at Presbyterian Medical Services, NM.
 - Streamlined the clinic's appointment scheduling process by implementing a new electronic booking system, reducing patient wait times by 25% and increasing overall patient satisfaction.
 - Collaborated with a team of healthcare professionals to implement a new patient education program, resulting in a 30% increase in patient understanding of their medical conditions and treatment options.
 - Reduced clinic supply costs by 15% through diligent inventory management and strategic supplier negotiations, allowing for funds to be reallocated towards patient care initiatives.

CERTIFICATES

- Certified Medical Assistant (CMA)**
Jan 2022
- Certified Clinical Medical Assistant (CCMA)**
Jan 2020

MEMBERSHIPS

- American Medical Association (AMA)**
- National Association of Health Services Executives (NAHSE)**