

Bukola Adams

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OBJECTIVE: Looking for a Medical Assistant Internship with Doctors Plus utilizing relevant coursework and keen interest in healthcare industry.

KEY QUALIFICATIONS

- Medical Assistant training course from Thornton College
- Current CPR and BCLS Certification
- Computer: MS Word, Excel and PowerPoint
- Bilingual: English and Spanish

SPECIAL KNOWLEDGE

Clinical

- Medical Terminology
- Collecting Lab Specimens
- Changing Dressings
- Obtaining Vital Signs
- Cleaning, sterilizing, stocking surgical tools

Administrative

- Preparing Appointments
- Controlling Laboratory and Maintenance
- Record Keeping
- Chart Preparation
- Documenting Patient Information
- Taking Appropriate Messages
- Ordering Supplies
- Inventory management and stocking

Front Desk

- Greeting Patients
- Answering and forwarding telephones

OTHER SKILLS

- Proficient in computers and the Internet
- Excellent communication and organization skills
- Ability to work on a rotating shift
- Exceptional ability to work well under stress

EDUCATION

Thornton High School, Thornton, CO – 2012
High School Diploma

COMMUNITY SERVICE

- Worked as a volunteer for Green Peace by orchestrating planting and cleaning efforts in and around Thornton
- Worked as a volunteer for the Children's Hospital
- Regular member of the team that visits the elderly in order to provide recreation at retirement communities in the city