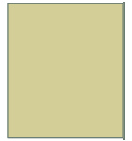


ANGELA MATHEWS

SAN JOSE, CA 95127

408-877-2771 ▪ Angelamathews13@yahoo.com ▪ CMA Medical Specialist



CMA MEDICAL SPECIALIST

- **Certified Medical Assistant** with 5 years' experience that includes Medical Specialist, Medical Records, Caregiver, and Medical Assistant.
- **Highly reliable and disciplined medical professional**, able to prioritize multiple tasks in a fast-paced environment under pressure.
- **Experience preparing and sanitizing** examination rooms, taking patient medical histories and vital signs, working with medical records, assisting with patient examinations, drawing blood and preparing specimens for laboratory analysis, performing triage, injections, and various diagnostic procedures.
- **Professional demeanor** in scheduling appointments and answering phones.
- **Knowledgeable about** maintaining medical records, patient charts, and following patient confidentiality policies and standards.

ACHIEVEMENTS

- **Instrumental in establishing and preparing the successful launch** of the San Jose office for Nit Picky. Stocked and inventoried opening day equipment, supplies, and products. Established and organized filing system. Ensured operability of equipment, computers, and phone systems.

CORE COMPETENCIES

- **Clinical** ▪ CMA, ICD9, Phlebotomy, Injections, Laboratory specimens, Medical terminology, Examination support, Patient histories, Patient education, Vital signs, Medication aide, Autoclave
- **Clerical** ▪ Medical billing, MS Office, Freshbooks, Medical terminology, Answering phones, Appointment scheduling, HIPPA standards, Insurance interface, Data entry
- **Patient Records** ▪ File maintenance, Patient histories, Insurance interface, Data entry, Medical terminology

EDUCATION

- **Certified Medical Assistant (CMA)** ▪ Kaplan College, Fresno, CA
- **Certified Nurse's Assistant (CNA)** ▪ Beverly Training Center, Fresno, CA

EXPERIENCE

Head Lice Treatment Specialist ▪ 05/2010 - Present **San Jose Medical Group** ▪ San Jose, CA

- Manage the San Jose Office. Answer phones, make appointments, maintain medical/billing records, and order supplies.
- Prepare and sanitize patient treatment areas.
- Advise and educate patients on after-care treatment plans and prevention and/or provide follow-up treatments.
- Provide school screenings, camp screenings, and in-home treatments.
- Examine patients and treat head lice with all natural lice treatment products.

Office Assistant/Medical Records ▪ 01/2010 – 08/2010 **Unity Care, Inc.** ▪ San Jose, CA

- Created, handled, updated, and maintained medical records. Answered phones.
- Gathered patient data from various sources.
- Maintained record of patient care by compiling, reviewing, and filing documentation.
- Ensured medical records are complete, assembled in standard order and filed appropriately.
- Provided medical record information by answering questions and responding to requests.
- Maintained confidentiality of patient records information.

Caregiver ▪ 02/2009 – 06/2009 **Well Being Group** ▪ Fresno, CA

- Took and recorded vital signs. Administered medications.
- Performed first aid and emergency response procedures when necessary.
- Prepared and served meals. Assisted with bathing, changing, and toilet.
- Performed light housekeeping tasks, including cleaning and laundry.
- Assisted with mobility by involving patients in activities.
- Accompanied patient to and from appointments.

Externship Medical Assistant ▪ 12/2008 – 12/2009 **Family First Clinic** ▪ Fresno, CA

- Prepared treatment rooms for examination of patients.
- Took patient medical histories and vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height). Recorded information on patients' charts.
- Assisted in examination and treatment of patient.
- Drew and collected blood samples and prepared specimens for laboratory analysis.
- Performed triage, venipuncture, injections, and various diagnostic procedures and tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, and urinalysis).
- Ensured sanitation and maintenance of all facilities, exam rooms, and equipment.
- Answered phones, scheduled appointments, and performed filing.