



BETTY N. NOBLE

Medical Assistant

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United States, Pontiac, IL, 139 Arthur Avenue, 61764 

PROFESSIONAL SUMMARY

Experienced and detail-oriented Medical Assistant with 5 years of

EDUCATION

2017 - 2020

Bachelor of Science

University of Illinois / United States, Urbana-Champaign

- Key Achievements: Dean's List, Health Sciences Excellence Award.

SKILLS

- Clinical Procedures Expert
- Electronic Health Records Expert
- Phlebotomy Expert
- Suture and Staple Removal Expert
- Ophthalmic Testing Expert
- Point-of-Care Testing Expert
- Time Management Expert

COURSES

2023

Phlebotomy Certification (PTC)

NHA

2020

Certified Medical Assistant (CMA)

American Association of Medical Assistants

2019

Basic Life Support (BLS)

American Heart Association

EXPERIENCE

2020 - Now

Medical Administrative Assistant

Glover Healthcare Clinic / United States, Chicago, IL

- Coordinated patient appointments and maintained front desk operations.
- Conducted insurance verifications and pre-authorizations.
- Contributed to the streamlining of administrative processes.

2018 - 2020

Medical Assistant

Mid Medical Center / United States, Springfield, IL

- Assisted physicians in various medical procedures and examinations.
- Managed patient intake, including vital signs and medical history documentation.
- Implemented efficient electronic health record (EHR) management.