

 (555) 123-4567

 janethornton@email.com

 United States, Seattle, WA

SKILLS

Patient intake and history documentation

Wound care and dressing application

Foot and ankle examination assistance

Sterilization and preparation of medical instruments

Electronic Health Records (EHR) management

Insurance billing and coding

Patient education and follow-up coordination

Jane Thornton

Podiatric Medical Assistant

PROFESSIONAL SUMMARY

Detail-oriented and compassionate Podiatric Medical Assistant with over 5 years of experience supporting podiatrists in clinical settings. Skilled in patient care, diagnostic support, and administrative duties, with a strong commitment to improving patient outcomes.

EXPERIENCE

■ June 2019 - Now

Podiatric Medical Assistant, Pacific Foot & Ankle Clinic, Seattle, WA

- Assist podiatrists with patient exams, diagnostic testing, and minor procedures including casting and splinting.
- Prepare treatment rooms and sterilize instruments according to clinic protocols.
- Document patient histories and maintain accurate medical records in EHR systems.
- Educate patients on post-treatment care, wound management, and preventive foot care.

■ January 2016 - May 2019

Medical Assistant, Westside Medical Group

- Supported general practitioners and podiatrists in clinical and administrative tasks.
- Conducted vital signs assessments and prepared patients for physician examinations.
- Assisted with minor surgical procedures and dressing changes.

EDUCATION

■ Certified Medical Assistant (CMA), American Association of Medical Assistants, Completed: 2016

■ Associate of Applied Science in Medical Assisting, Seattle Central College, Graduated: 2015

Certifications

- CPR and First Aid Certified, 2025
- Certified Phlebotomy Technician (CPT), 2024