

# Amanda Daly

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## OBJECTIVE

To achieve a Medical Assistant position that would enable me to utilize my clinical and administrative skills in caring for patients as well as to stimulate my personal and professional development.

## EDUCATION

Quinsigamond Community College      Worcester, MA      (September 2007-May 2010)  
Medical Assistant Certificate  
3.49 GPA—High Honors  
CMA (AAMA) Certificate—Pending

## AWARDS

- Merit List Award—Spring and Fall 2009

## EXTERNSHIP EXPERIENCE-180 Hours

➤ Sterling Family Medicine      Sterling, MA      (February 2010-May 2010)  
➤ Nashaway Pediatrics      Clinton, MA      (April 2010-May 2010)

### ❖ Training included:

- Answering/Triaging phone calls and taking proper messages
- Taking and recording vital signs
- Injections and recording administration
- Finger sticks for hemoglobin and lead testing
- Throat cultures/Rapid Strep Testing
- Urine Dips
- EKGs

## WORK EXPERIENCE

Bruce Stuart Fieldman DMD      Auburn, MA      (January 2007-July 2008)  
Dental Aide

- Filing patients records
- Autoclaving
- Developing x-rays
- Setting up and breaking down dental hygienists' rooms

## RELATED SKILLS

- Allscripts training/EMR experience
- Strong organizational and detail-oriented skills
- Effectively handle multiple tasks simultaneously
- Demonstrated ability to acquire and apply knowledge rapidly
- Independent work with minimal supervision and contribute to team

## CERTIFICATIONS

- CPR Certified

**REFERENCES**      Available upon request