JANE DOE

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# Objective Statement

# Dedicated and dependable Continuing Education student pursuing certification as a Certified Medical Administrative Assistant (CMAA) at Laredo College. Experienced in customer service and office support, with a strong work ethic and a goal to transition into a healthcare office setting. Bilingual, detail-oriented, and eager to bring excellent organizational and communication skills to a medical office team.

# Experience

## Office Clerk | XYZ Insurance Services | March 2023 – present

*Laredo, TX*

## Answer and route phone calls, take messages, and greet walk-in clients

## Assist with processing applications, filing client records, and maintaining databases

## Schedule appointments and maintain office supplies inventory

## Provide friendly customer service in a professional office setting

## Team Member | Chick-Fil-A | june 2018 – January 2023

*Laredo, TX*

* Delivered fast, accurate, and friendly service in a high-volume environment
* Assisted in training new employees on customer service and food safety standards
* Maintained cleanliness and organization in the front and back of house
* Recognized for consistently positive attitude and teamwork

# Education

## Certified Medical Adminstrative Assistant | *In PRogress* |

## Laredo College, Laredo, Texas

## High School Diploma | May 2019 |

## Example High School, LaredO, Texas

# Skills & Abilities

* + Customer Service & Front Desk Etiquette
  + Bilingual: English & Spanish
  + Microsoft Office (Word, Excel, Outlook)
  + Medical Terminology (in progress)
  + Appointment Scheduling & Filing
  + HIPAA Awareness (in progress)

# Certifications

* Certified Medical Administrative Assistant Certification –*Expected: December, 2026*
* Food Handler Certification – July, 2025
* CPR/First Aid Certification –July, 2025