



SKYLER LEWIS

Medical Assistant

Phoenix, AZ 85004
skyler.lewis@email.com
(602) 555-1123
LinkedIn | Portfolio

Medical assistant with five years of experience in outpatient clinics and family medicine practices. Skilled in rooming patients, administering vaccines, and documenting in EHR systems. Known for improving patient throughput and supporting high-volume care environments.

Education

Associate of Applied Science (A.A.S.)
Medical Assisting
Gateway Community College,
Phoenix, AZ | May 2018

Key Skills

- Appointment scheduling - *Expert*
- Clinical procedures - *Proficient*
- EHR documentation - *Competent*
- Infection control - *Competent*
- Patient triage - *Amateur*

Certifications

Certified Medical Assistant (CMA)
AAMA | 2018

Basic Life Support (BLS) *American Heart Association* | 2019

Professional Experience

Medical Assistant

Desert Family Care Clinic | Phoenix, AZ | March 2021 - Present

- Prepares 40–50 patients weekly for exams and procedures, reducing wait times by 22% through process improvements
- Administers vaccines, draws blood, and performs EKGs in compliance with clinic standards and safety protocols
- Trained three new assistants on EHR procedures and clinical workflows, improving documentation accuracy by 18%

Medical Assistant

South Valley Primary Care | Tempe, AZ | June 2018 - February 2021

- Supported three providers daily by managing patient intake, history, and vitals for over 100 appointments per week
- Streamlined charting process by updating patient intake forms, cutting average rooming time by 1.5 minutes
- Coordinated flu clinic efforts that helped vaccinate 1,200+ patients over a two-month period