

JORDAN PRUITT

Recent medical assisting graduate with a 200-hour externship in pediatrics and current CMA credential. Trained in vitals, injections, phlebotomy, and EMR documentation. Looking for a clinical MA role in primary care or pediatrics.

CONTACT INFORMATION

-  (480) 555-0193
-  jordan.pruitt@example.com
-  LinkedIn.com/in/jordanpruitt
-  Tempe, AZ

KEY SKILLS

- Vitals and growth measurements
- Vaccine prep and administration (supervised)
- Phlebotomy and capillary draws
- Athenahealth
- EMR Patient intake and rooming
- Sterile technique
- Autoclave operation
- HIPAA compliance
- Bilingual: English/Spanish (conversational)

PROFESSIONAL EXPERIENCE

January 2024 - April 2024

Medical Assistant Extern, Saguaro Pediatrics | Tempe, AZ

- Completed a 200-hour externship rooming patients ages 0-17 alongside 2 pediatricians and a nurse practitioner.
- Took vitals, head circumference, and growth-chart measurements; documented in Athenahealth before the provider entered.
- Assisted with well-child vaccinations and learned VFC inventory documentation under RN supervision.
- Cleaned and restocked 6 exam rooms between visits and prepped instruments for ear lavage and minor procedures.

June 2022 - December 2023

Pharmacy Technician, Mesa Verde Drug | Mesa, AZ

- Filled an average of 180 prescriptions per shift and handled insurance rejections by calling prescribers for clarifications.
- Counseled patients on pickup, including refrigerated items and controlled-substance ID checks.
- Maintained HIPAA compliance and the pharmacy log book without a flagged audit issue.

EDUCATION

Certificate, Medical Assisting

Pima Medical Institute | May 2024

- CMA (AAMA), certified March 2024
- BLS for Healthcare Providers, American Heart Association, 2024