**Bukola Adams**

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**OBJECTIVE:**Looking for a Medical Assistant Internship with Doctors Plus utilizing relevant coursework and keen interest in healthcare industry.

**KEY QUALIFICATIONS**
• Medical Assistant training course from Thornton College
• Current CPR and BCLS Certification
• Computer: MS Word, Excel and PowerPoint
• Bilingual: English and Spanish

**SPECIAL KNOWLEDGE**
**Clinical**
• Medical Terminology
• Collecting Lab Specimens
• Changing Dressings
• Obtaining Vital Signs
• Cleaning, sterilizing, stocking surgical tools

**Administrative**
• Preparing Appointments
• Controlling Laboratory and Maintenance
• Record Keeping
• Chart Preparation
• Documenting Patient Information
• Taking Appropriate Messages
• Ordering Supplies
• Inventory management and stocking

**Front Desk**
• Greeting Patients
• Answering and forwarding telephones

**OTHER SKILLS**
• Proficient in computers and the Internet
• Excellent communication and organization skills
• Ability to work on a rotating shift
• Exceptional ability to work well under stress

**EDUCATION**
Thornton High School, Thornton, CO – 2012
High School Diploma

**COMMUNITY SERVICE**
• Worked as a volunteer for Green Peace by orchestrating planting and cleaning efforts in and around Thornton
• Worked as a volunteer for the Children’s Hospital
• Regular member of the team that visits the elderly in order to provide recreation at retirement communities in the city