**Bukola Adams**

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(+234) 70-337-85782, Email: bukolaadam@gmail.com

**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