

Jasmine Williams, CMA (AAMA)

Certified Medical Assistant | Clinical & Administrative

Charlotte, NC

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SUMMARY

Certified Medical Assistant with 3.5 years of experience in busy primary care and specialty clinics. Support providers by rooming 28-35 patients daily, performing phlebotomy, EKGs, and injections, and keeping accurate EHR records. Known for a calm bedside manner, 99% specimen-collection accuracy, and cutting patient wait times by 20%.

SKILLS

Clinical: Vital Signs, Phlebotomy, EKG, Injections, Specimen Collection, Wound Care, Vision & Hearing Screening, Medication Reconciliation, Sterilization

Administrative: Scheduling, Insurance Verification, Prior Authorizations, Patient Intake, Referrals, ICD-10/CPT Basics, Billing Support

Systems: Epic, eClinicalWorks, NextGen, Microsoft Office, Telehealth

Compliance: HIPAA, OSHA, Infection Control, CLIA-Waived Testing

EXPERIENCE

Certified Medical Assistant

Jun 2023 – Present

Atrium Health Primary Care — Charlotte, NC

- Room 28-35 patients daily; collect vitals, histories, and medication lists, and prepare patients for providers.
- Perform 40+ venipunctures and 15+ EKGs per week with a 99% first-attempt specimen acceptance rate.
- Reduced average patient wait times by 20% by redesigning rooming workflow and pre-visit chart preparation.
- Administer vaccines and injections per provider orders, and manage clinic inventory, cutting supply waste by 15%.
- Obtain prior authorizations and referrals, with 95% approved on first submission.

Medical Assistant

Aug 2022 – May 2023

Carolina Family Medicine — Concord, NC

- Supported 3 providers with clinical and front-office tasks in a high-volume family practice.
- Scheduled and confirmed appointments, verified insurance, and lowered no-show rates by 18% through reminder calls.
- Performed CLIA-waived tests (glucose, urinalysis, strep, flu) and recorded results in the EHR.
- Educated patients on medications, diabetes self-care, and follow-up instructions.

EDUCATION

Medical Assistant Diploma

Central Piedmont Community College — Charlotte, NC
2022

CERTIFICATIONS

- Certified Medical Assistant (CMA), AAMA
- BLS for Healthcare Providers, AHA
- Certified Phlebotomy Technician (CPT), NHA
- OSHA Bloodborne Pathogens