

Jane Smith

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Summary: Medical Office Assistant student who speaks Tagalog and Spanish, is seeking an entry-level Medical Office Assistant position to apply training and develop professional experience.

Education, Certificates & Awards

Medical Office Assistant Program

Vancouver Community College, Vancouver, B.C.

April 2026 – January 2027

- Expected Graduation: January 2027

High School Diploma

Guildford Park Secondary School, Surrey, B.C.

September 2020 – June 2025

- Completed Grade 12
- Honor Roll
- Honor Roll with Distinction

Certificates

- Intermediate First Aid and CPR C/AED (Blended)
- St. John Ambulance Lifesaver

July 2026 – July 2029
April 2023

Skills

- Accuro EMR: basic patient registration, appointment scheduling, and electronic record management
- Patient registration and documentation
- Appointment scheduling and telephone etiquette
- Medical terminology and medical transcription
- Referral letters and medical documentation
- Vital signs and basic clinical procedures
- Diagnostic test requisitions
- Medical billing fundamentals
- Privacy, confidentiality, and PIPEDA
- Infection prevention and control
- Patient and customer service
- Strong communication and interpersonal skills
- Organization, time management, and multitasking
- Teamwork and problem-solving
- Fast-paced work environment

Experience

Sales Associate

September 2024 - Present

COBS Bread in Surrey, BC

- Provide friendly and professional customer service by assisting with questions and product selections
- Process customer purchases and handle transactions accurately
- Communicate effectively with customers and team members in a busy environment
- Manage multiple tasks while maintaining organization, accuracy, and attention to detail
- Assist with opening and closing duties and maintain a clean and organized workplace
- Follow food safety, cleanliness, and quality standards
- Work collaboratively with team members to maintain efficient daily operations
- Handle customer concerns respectfully and professionally

Sorter

December 2022 – January 2023

Urban Impact Recycling Ltd in New Westminster, BC

- Completed a variety of tasks efficiently in a fast-paced work environment
- Followed workplace safety procedures and maintained a safe work area
- Worked cooperatively with team members and demonstrated respectful communication
- Adapted to different tasks and workplace responsibilities

References Available Upon Request