

Juanda Swagel

Medical Assistant

✉ juanda.swagel@gmail.com

☎ (121) 784-8494

📍 Montpelier, VT

Education

Associate of Applied Science in Medical Assisting at Community College of Vermont

Oct 2018 - May 2023

Relevant Coursework:
Anatomy and Physiology,
Medical Terminology, Clinical
Procedures, Pharmacology,
Medical Office Management, and
Patient Care Techniques.

Links

[linkedin.com/in/juandaswagel](https://www.linkedin.com/in/juandaswagel)

Skills

Phlebotomy

EHR Systems

ICD-10

HIPAA

Vital Signs

CPT Coding

Triage

Languages

English

German

Profile

Experienced Medical Assistant with two years in patient care, skilled in administrative tasks, vital signs monitoring, and supporting physicians. Efficient, detail-oriented, and committed to enhancing patient experience in dynamic healthcare settings.

Employment History

Medical Assistant at Mayo Clinic, VT

Mar 2025 - Present

- Coordinated patient scheduling for over 50 appointments daily, enhancing clinic efficiency by 20%.
- Assisted in minor surgical procedures, ensuring adherence to sterile techniques and improving patient safety outcomes.
- Developed a comprehensive patient education program that increased health literacy scores by 15% within six months.
- Streamlined inventory management processes, reducing supply shortages by 30% through proactive ordering systems.

Medical Assistant Trainee at Cleveland Clinic, VT

Feb 2023 - Feb 2025

- Assisted in streamlining patient intake processes, reducing wait times by 20% through efficient data entry and coordination with nursing staff.
- Conducted preliminary patient assessments, accurately recording vital signs and medical histories for over 30 patients daily, enhancing physician preparedness.
- Collaborated with a multidisciplinary team to implement a new electronic health record system, improving patient data accessibility and reducing documentation errors by 15%.

Certificates

Certified Clinical Medical Assistant (CCMA)

Oct 2023

Registered Medical Assistant (RMA)

Jul 2022

Memberships

American Association of Medical Assistants

National Healthcareer Association