



Daniel Gallego

PROFESSIONAL MEDICAL ASSISTANT

SKILLS

Vital Signs Monitoring
Electronic Health Records (EHR)
Patient Scheduling & Billing
Medical Terminology Knowledge
Infection Control Procedures
CPR & First Aid Certified

LANGUAGES

British English.
Oral Level: Bilingual
Written: Advanced.

CONTACT

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PROFESSIONAL SUMMARY

Dedicated and certified Medical Assistant with 2+ years of experience supporting physicians and ensuring patient comfort in busy healthcare settings. Skilled in patient care, medical records management, and scheduling. Committed to delivering excellent service and maintaining smooth clinic operations.

Work Experience

Medical Assistant

ABC Family Clinic – Dallas, TX

March 2022 – Present

- Assisted doctors with patient examinations and routine procedures
- Recorded vital signs and updated electronic patient records
- Scheduled patient appointments and processed insurance billing
- Educated patients about treatment plans and follow-up care

Education

Diploma in Medical Assisting

Dallas Community College – Dallas, TX

Certifications

Certified Medical Assistant (CMA) – AAMA

CPR & First Aid Certified