Jasmine Torres

Medical Assistant Extern | Front Desk Coordinator

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PROFESSIONAL SUMMARY

Certified clinical medical assistant with a 160-hour externship in a busy family medicine clinic and a year of front-desk work at a dental office. Rooms patients, takes vitals, draws blood and gives injections under provider orders, and stays organized at the front desk on heavy days. Bilingual in English and Spanish.

PROFESSIONAL EXPERIENCE

Mueller Family Medicine Associates · Austin, TX **Feb 2026 — Apr 2026**

Medical Assistant Extern

- Roomed and took vitals for up to 22 patients a day across two family physicians, updating medication lists and chief complaints in eClinicalWorks.
- Performed about 120 supervised venipunctures and point-of-care tests, labeling and logging every specimen without a rejected sample.
- Interpreted basic intake questions for Spanish-speaking patients and set up rooms for Pap smears, joint injections and minor procedures.

Bright Smile Dental Studio · Round Rock, TX **Jan 2025 — Jan 2026**

Front Desk Coordinator

- Checked in patients, verified dental insurance and collected copays for a three-chair practice while answering a busy phone line.
- Rebuilt the appointment confirmation routine with text reminders and next-day call lists, helping the practice fill late cancellations.

EDUCATION

Medical Assistant Certificate **2026**

Capitol Health Careers Institute

SKILLS

Technical: Vital signs and rooming, Venipuncture and capillary sticks, Intramuscular and subcutaneous injections, EKG, Urinalysis and point-of-care tests, Specimen labeling, Sterilization and room turnover, eClinicalWorks, Scheduling and check-in, Insurance verification, HIPAA, Spanish (fluent)

Certifications: Certified Clinical Medical Assistant (CCMA), NHA · BLS (AHA)