

## P.A. WILLBEE

3210 Mercer University Street, Atlanta GA, 30000, (770)-987-6543, P.A.Willbee@live.mercer.edu

### OBJECTIVE:

To obtain valuable experience as a Physician Assistant with (insert name of hospital/ practice) starting June 20xx

### EDUCATION:

Master of Medical Science (MMSc), Physician Assistant, GPA 3.49  
College of Pharmacy and Health Sciences  
Mercer University, Atlanta GA  
expected May 20xx

Bachelor of Science, Biology, GPA 4.0, *summa cum laude*  
Georgia Southwestern State University, Americus, GA  
20xx

### CERTIFICATION:

Certified Medical Assistant (CMA) 20xx  
Advanced Cardiovascular Life Support, American Heart Association 20xx - Current

### CLINICAL ROTATION:

Women's Health, Atlanta Women's Health Clinic, Atlanta, GA Fall 20xx  
Family Medicine, Kennesaw Medical Center, Kennesaw, GA Fall 20xx  
Pediatrics, Children's Healthcare of Atlanta, Atlanta, GA Summer 20xx  
Orthopedic, Atlanta Sports Medicine & Orthopaedic Center, Atlanta, GA Summer 20xx  
Internal Medicine Inpatient, Wellstar Internal Medicine, Marietta, GA Summer 20xx  
Emergency Medicine, Henry Medical Center, McDonough, GA Spring 20xx  
Behavioral Medicine, Northwest Behavioral Medicine, Roswell, GA Spring 20xx

### PROFESSIONAL:

Georgia Association of Physician Assistants Jan 20xx - Present  
American Academy of Physician Assistants May 20xx - Present  
American Association of Surgical Physician Assistants Jan 20xx - Present

### WORK EXPERIENCE:

Certified Medical Assistant 20xx - 20xx  
Sumter County Hospital, Americus, GA

- Performed front office administrative tasks
- Set and confirmed appointments
- Verified insurance coverage and collected co-pays
- Relayed critical patient messages to office staff and physicians
- Provided clinical and technical assistance to medical students
- Enforced HIPAA policy and procedures

### COMPUTER SKILLS:

Microsoft Word, Excel, PowerPoint; Chartware; Electronic medical record documentation; PDA

### VOLUNTEER:

Children's Shelter, Atlanta, GA Sep 20xx  
Phoebe Putney Memorial Hospital, Americus, GA Oct 20xx - Dec 20xx  
American Red Cross, Americus, GA Feb 20xx - Dec 20xx  
Humane Society, Americus, GA 20xx