

Rayna Sawyer

Contact

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HEALTHCARE

Hiring Manager
Clinics of North Texas
501 Midwestern Pkwy E
Wichita Falls, Tx 76302
Dear
Hiring Manager,

I am writing you to apply for the medical assistant position and the occupational and adult medicine department at the clinics of North Texas, which I found listed online with my certified clinical medical assistant certification and hands-on clinical experience in both hospital and outpatient settings. I am confident in my ability to contribute to your team and provide exceptional care. My qualifications help with and align with your requirements. I have held a current medical assistant certification, and I am CPR and first aid certified. I have over 75 hours of externship experience plus professional work in a clinical environment, where I performed vital signs, phlebotomy, EKGs, and injections. I am proficient in medical terminology and electronic medical record systems, including RadPlus and Avatar. My background and patient care have strengthened my customer service skills and my ability to work effectively in fast-paced, team-oriented medical settings. Enclosed is my résumé, which provides further detail about my critical training and professional experience. Please note my recent role at United Healthcare, where I am a scheduling coordinator for at-home care, which ensures my patients safety and HIPAA protocols in a clinical environment. I welcome the opportunity to discuss how my skills can benefit clinics in North Texas. I will follow up with you next week to confirm receipt of my application for the job position.

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CERTIFIED MEDICAL
ASSISTANT

Profile

Certified medical assistant with experience in electronic medical records, medical terminology, BLS and CPR certified. Currently enrolled in Abilene Christian University.

SKILLS

- Scheduling Coordinator
- Certified Clinical Medical Assistant.
- CPR/ BLS certified
- Proficient in phlebotomy, EKG, and injections.
- Medical terminology, Electronic medical records
- Basic computer skills including Microsoft Office, Excel, and spreadsheet.

WORK EXPERIENCE

Scheduling Coordinator

UnitedHealthgroup/ Sep. 2025-

Present Schedule in home patient care appointment, transfer members to the direct departments, notify members of changes.

Psychiatric Nursing Assitant

VernonStateHospital/June 2023-Sep. 2025

- Patient care, transferring patients, ensuring a safe environment for staff and patients.
- Electronic medical records, Vital signs. Following protocol.

EDUCATIONAL HISTORY

Abilene Christian University


PreNursingPrerequisites/May2024- Current

- Current GPA 3.73
- Pre requisites for my bachelors of nursing

Wichita Falls medical assistant school

CCMA/December 2017- April2018

Graduated with my CCMA Certification

 940-642-6680

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