

ANALISA SANCHEZ

CERTIFIED MEDICAL ASSISTANT

CONTACT:

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Address: 2486 Regal Dr.
Union City, CA 94587

SKILLS:

- EPIC/KP Health Connect
- Time management
- Patience
- Communication
- Attention to detail
- Flexibility

LANGUAGES:

Fluent in English
Fluent in Spanish

CERTIFICATIONS:

Medical Assistant (NCMA)
EKG Technician (NCET)

PROFESSIONAL PROFILE:

Bilingual Medical Assisting graduate from Kaiser Permanente School of Allied Health Sciences with clinical setting experience and hands-on learning. Compassionate and dedicated to providing exceptional patient care while maintaining strict confidentiality. Known for the ability to thrive in a fast-paced environment, strong interpersonal skills, and detail orientation. Eager to contribute to a healthcare team and enhance the patient experience.

EDUCATION:

Certificate of Completion, Medical Assisting March 2025
Kaiser Permanente School Of Allied Health Sciences
Richmond, CA

RELEVANT EXPERIENCE:

Administrative Manager 2018–Present
Legacy Cultured Marble, Newark, CA

- Manage day-to-day operations, including scheduling, correspondence, and overseeing office functionality
- Oversee payroll processing, accounts payable/receivable, and ensuring accuracy in reporting
- Ensured adherence to legal and company policies and maintaining confidential records

Medical Assisting Intern Jan 2025–Mar 2025
Kaiser Permanente, Fremont CA

- Interviews patients, measures vital signs, and other pertinent information as required by department
- Prepares treatment rooms and patients for examination
- Schedules appointments, performs clinical tasks and completes appropriate forms as required by department

Sales Associate 2013–2016
Bevmo, Fremont, CA

- Assisted customers in selecting beverages, providing product recommendations based on occasions and food pairings
- Maintained stock levels by restocking shelves, conducting inventory counts, and organizing backroom storage
- Processed transactions efficiently and accurately, balancing cash registers and maintaining a high level of accountability