Kevin Tran

Clinical Assistant

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SKILLS

- Medical Terminology
- HIPAA
- OSHA Compliance
- Casting and Splinting
- Suture Removal
- Phlebotomy
- Electronic Medical Records
- Microsoft Excel
- Customer Service
- Attention to Detail

EDUCATION

Certificate 05/2025

North Seattle College

Seattle, WA

Medical Assisting

CERTIFICATES

Registered Medical Assistant (RMA)

American Medical Technologists

06/2025

Medical Assistant-Certified (MA-C)

Washington State Department of Health

06/2025

Basic Life Support (BLS)

American Heart Association

05/2025

SUMMARY

Clinical assistant with 16 months in a 5-surgeon orthopedic clinic and 2 years of front desk work in primary care. Manages intake for 30 patients a day, performs casting and splinting, handles suture removal and keeps electronic medical records accurate. Registered Medical Assistant who follows HIPAA and OSHA compliance rules.

EXPERIENCE

Clinical Assistant 06/2025 - Present

Lake Union Orthopedic Clinic Seattle, WA

Clinical assistant for 2 orthopedic surgeons and a physician assistant in a 5-surgeon practice.

- Manage intake for **30** patients a day, recording pain scores and history and setting up trays for joint injections.
- Perform casting and splinting for about 40 fracture and sprain patients a month after provider review.
- Handle suture removal and staple removal at 12 post-op visits a week, teaching wound care before patients leave.
- Track brace and boot stock in a Microsoft Excel log, cutting stockouts from 9 to 1 per quarter.

Patient Services Representative 05/2023 - 05/2025

Northgate Family Health Clinic Seattle, WA

Part-time front desk role at a 4-provider primary care clinic while in school.

- Checked in 60 patients a shift, scanning insurance cards and matching demographics against the chart.
- Scheduled appointments and referrals for 4 providers, filling 92% of same-day slots.
- Protected patient privacy under HIPAA when releasing records, processing 25 release requests a week.
- Answered phones and portal messages with steady customer service, routing clinical questions to nurses within 1 hour.