Marisol Vega

Podiatry Medical Assistant

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SKILLS

- Patient Intake
- Vital Signs
- Electronic Health Records
- Sterile Technique
- Wound Care
- Orthotic Casting
- Insurance Verification
- Medical Terminology
- Patient Education
- Communication

EDUCATION

Certificate of Completion
12/2024
Phoenix College — Phoenix, AZ
Medical Assisting

CERTIFICATES

Certified Clinical Medical Assistant (CCMA)
01/2025
National Healthcareer Association

Basic Life Support (BLS)
08/2024
American Heart Association

Bloodborne Pathogens Training
02/2025
American Red Cross

SUMMARY

Certified Clinical Medical Assistant with 2 years of patient care experience, including 19 months in a 4-podiatrist foot and ankle practice. Handles patient intake for 30+ visits a day, records vital signs in electronic health records and prepares procedure trays using sterile technique. Patient, organized and clear with diabetic and older patients.

EXPERIENCE

Podiatry Medical Assistant
03/2025 - Present

Desert Ridge Foot & Ankle Specialists — Phoenix, AZ

Clinical assistant for 4 podiatrists across 2 offices that see about 120 patients a day, from routine nail care to surgery follow-ups.

- Complete patient intake for **30+** visits a day, recording vital signs, medication lists and chief complaints before the podiatrist enters.
- Assemble instrument trays using sterile technique for nail avulsions, steroid injections and wound debridement, averaging 12 in-office procedures a day.
- Apply post-procedure dressings, surgical shoes and walking boots, then teach home wound care to about 15 diabetic patients each week.
- Perform orthotic casting with foam boxes and plaster for 40 custom orthotic orders a month and track each pair to fitting.

Medical Assistant Extern
09/2024 - 12/2024

Maryvale Family Health Center — Phoenix, AZ

160-hour clinical externship at a community family medicine clinic serving about 90 patients a day, many with diabetes.

- Measured vital signs and charted intake notes in electronic health records for 20 adult and pediatric patients per shift.
- Ran point-of-care glucose tests and 12-lead EKGs under nurse supervision, logging each result before the provider entered the room.
- Scheduled follow-ups and specialist referrals for about 60 patients a week, including podiatry referrals for diabetic foot exams.
- Handled insurance verification for walk-in visits and gave patient education handouts on diabetes, blood pressure and medication timing.