

# MARY EVANS

XX XXXX XXXXX ■XXXXXX, XXXXXX XXXXX  
XXX.XXX.XXXX XXX.XXX.XXXX XXXXXXX@hotmail.com

## ~ PROFILE ~

Hardworking, dedicated and seasoned medical assistant in administrative and clinical assisting capacities, with extensive experience in performing routine patient screening, additional technical supportive services and medical clerical duties as assigned. Demonstrated remarkable ability to communicate effectively and clearly; articulate in English, French and Spanish languages.

## EDUCATION & CERTIFICATE

**Doctor of Medicine in Dermatology**, Goa Medical College ■ India (2000)  
**Bachelor of Medicine and Bachelor of Surgery**, Goa Medical College ■ India (1996)  
**Education Commission for Foreign Medical Graduates (ECFMG) ■ 2007**  
**United States Medical Licensing Examination**  
Step 1 Medical Concepts: 92 points  
Step2 Clinical Knowledge: 99 points  
Step 2 Clinical Skills: Passed

## PROFESSIONAL EXPERIENCE

AFFILIATED INTERNAL MEDICINE ASSOCIATES, LLC ■ PEORIA, AZ

EXTERNSHIP

MAR 2007-JUN 2007

- Participated in the activities of the CCU team and consulted service to fully understand US Healthcare Medical Setup; performed routine activities such as EKG interpretation, CCU rounds, new patient work-ups, interpretations of hemodynamic and angiographic data, and outpatient clinic experience.
- Carried out ambulatory patient care including evaluation and differential diagnosis, as well as appropriate use of diagnostic testing in both the acute (walk-in) and continuity clinic settings.
- Monitored internal medicine specialty-oriented inpatient or outpatient care such as diagnostic lab activities, checking attendance of rounds, conferences, seminars and other educational activities.

MARICO INDUSTRIES, KAYA SKIN CLINIC ■ INDIA

SENIOR CONSULTANT DERMATOLOGIST & COSMETOLOGIST

JAN 2003-MAR 2006

- Provided dermatological services and rendered patient diagnosis and consultation.
- Supervised the entire medical procedures carried out by laser practitioners on patients such as hair removal, acne laser, Botox, fillers, radio frequency and biopsy to ensure safety and compliance to standards and practices.
- Trained and coached new dermatologists and laser practitioners to become certified.
- Coordinated researches and attended medical education seminars regarding recent advances in dermatology.

MAX HEALTH CARE ■ INDIA

CONSULTANT DERMATOLOGIST

FEB 2001-JAN 2004

- Rendered expertise in dermatology as a consultant, and offered diagnosis with treatment at Max Health Care, a private hospital affiliated with Harvard Medical International reputed for delivering quality health care in dermatology.
- Demonstrated aptitude in strategic planning and organization of Dermatology Department following the standard operating protocols and world-class quality standards in a multispecialty hospital.
- Conducted various research and discussions regarding the latest trends in dermatology.
- Organized public health education program in common conditions in dermatology and produced media publications on relevant dermatology issues.

JOHN C. LINCOLN HOSPITAL ■ PHOENIX, AZ

MAR 2007

INFORMATION DESK OFFICER

- Assisted visitors and patients in the receiving/ lobby area; answered their questions in an efficient and courteous manner, and guided them to appropriate destinations.
- Referred prospective employees and sales representatives to designated departments. Displayed professionalism and tact concerning patients' confidentialities.

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## CASE MANAGEMENT EXPERIENCE

- Visited certain selected Medicare patients to supply copies of Medicare document and encourage patients to fill up necessary information to the satisfaction survey.
- Completed and submitted MIDAS list, acknowledgment form and results to the case manager.
- Utilized knowledge in patients' rights and profound understanding of safety and infection control policies.
- Served as health educator for AIDS Awareness Program for United Nations Development Program in India from 1996 to 1997 -Educated the public about HIV, AIDS prevention, safe practices, modes of transmission, myths and truths about AIDS.

## TRAINING

- Specialized in Laser Treatments Nd:YAG for Hair Removal, Diode Laser for Acne, Botox and Fillers Restylane
- Completed Aquamid Mesotherapy Training at Singapore
- Attended Quality Management Workshop at Harvard Medical International
- Participated in UNICEF Pulse Polio Program

## AWARDS AND HONORS

- Recipient of Goa University Dr. Babasaheb Ambedkar Gold Medal ■ 2000
- Recipient of Goa Medical Prize Certificate in Preventive and Social Medicine ■ 1995
- Recipient of Merit Certificates for Distinction Grade in Pathology, Microbiology and Forensic Medicine ■ 1994
- Earned Merit Certificate and ranked at number 9 in Higher Secondary School Exam, Indian Association of Dermatologists ■ 1991

## PUBLICATIONS / PRESENTATIONS / POSTER SESSIONS PEER REVIEWED JOURNAL ARTICLES / ABSTRACTS

Miranda MFM, **Chahal NH**. Kippel Tenauney Syndrome- Case Report. Indian Journal of Dermatology. 2001, Nov; 64 (2001): 16. Pub Status: Published.

### *Peer Reviewed Journal Articles / Abstracts (Other than published):*

Budhiraja S.,**Chahal NH**. Cutaneous Mastocytosis- A Case report. British Medical Journal. Pub Status: Accepted.

### *Presentations / Posters:*

**Chahal N.H.**, (1999, November). Vulvar Squamous Cell Carcinoma, HIV and trauma -a synergistic effect. Poster presented at Indian Association of Dermatologists conference, Mysore, India.

**Chahal N.H.**, (2000, January). Clinical trail to evaluate the efficacy and safety of Lincomycin hydrochloride gel 2% in acne vulgaris. Poster presented at: National Conference of IADVL; Bangalore, India.

**Chahal N.H.**, (1999, December). Pilot study for testing efficacy of barrier cream in preventing contact dermatitis. Poster presented at: Asia Pacific environmental and occupational dermatology symposium; Mumbai, India.

**Chahal N.H.**, Miranda M.F.M. (2002, February). Clinical pattern of adverse cutaneous drug eruptions. Poster presented at: Annual Conference Indian Association of Dermatologists; Cochin, India.

**Chahal N.H.**, Santhanem A., Sriram Snehal. (2006, February). Efficacy and safety of Diode acne laser for inflammatory acne. Poster presented at: Annual conference of Indian association of Dermatologists; Kolkatta, India.