

Job Posting: Medical Assistant at Vancouver & Skin Care Center

Overview

Vancouver Laser & Skin Care Centre is a physician directed cosmetic clinic that has been open since 1996. As one of the largest Aesthetic Medical Clinics in Canada, we specialize in non-surgical cosmetic enhancements.

The successful applicant should be able to multitask in a busy reception environment, have good attention to detail, and be able to work well in a team with effective communication. The willingness to learn, grow and demonstrate initiative is a must.

Proven sales skills is an asset.

The position is full time -5 days a week and must be available to work Saturdays.

Multiple location opportunities.

Day-to-day Responsibility Include (but not limited to):

- Assist the doctor with various cosmetic injectable procedures
- Translating for our Mandarin speaking patients (if applicable)
- Prepare patients for treatments and aftercare
- Take before and after photos
- Educate patients on cosmetic treatments and skin care products
- Stock and prepare treatment rooms with inventory and high sanitization standards
- Following up with patients post procedure
- Update medical charts

Why Join The Team?

As the most vibrant and ever-advancing aesthetic clinic in Canada there is no such thing as a boring day. With over 80 fabulous team members, 40 different services options and over 12,000 square feet of space – your potential for growth is only limited by your desire to learn.

If you feel like you are the perfect fit for our family – please email your resume and cover letter to: info@vancouverlaser.com

We wish to thank everyone in advance for their interest but we will be only responding to applicants who have advanced to the interview stage.

Job Types: Full-time, permanent

Employee Benefits

- Amazing employment satisfaction – really!
- On-site child minding facilities!
- A safe and inclusive work environment
- Complimentary injectable and laser service (upon completion of probation period – some restrictions apply)
- Discounted skin care products (upon completion of probation period)
- Parking and transit pass (upon completion of probation period)
- Friends and family benefits (upon completion of probation period – some restrictions apply)

Reference

“Medical Assistant.” Vancouver Laser & Skin Care Center, vancouverlaser.com/medical-assistant/. Accessed 1 April 2022.

CHRISTINE HSIAO

55 Wilkes Creek Dr., Port Moody, BC V3H 4Z6 | C: (778)954-9845 | lovepassionlife0618@gmail.com

OBJECTIVE

Able to create and maintain a motivated, friendly, and engaging attitude. Highly organized, proactive, and punctual with a team-oriented mentality.

EDUCATION

- 2016-2019

High School Diploma

Heritage Woods Secondary School — Port Moody, BC
- 2019-2023

Bachelor of Nutrition Science

University of British Columbia — Vancouver, BC

EMPLOYMENT

- 2017-2019

McDonalds, Coquitlam, BC

Crew member (part-time). Responsible for organizing and restocking supplies to support operations and team productivity and entering orders into computer system.
- 2021-2022

Shoppers Drug Mart, Coquitlam, BC

Pharmacy Assistant (part-time). Responsible for entering prescriptions, managing incoming faxes from doctors and other pharmacies, submitting orders such as medications and OTC's products, providing accurate information in response to customers inquiries, taking payments, and assisting pharmacists in coordinating callbacks.

VOLUNTEER EXPERIENCE

- 2017-2019

Hawthorne Senior Care Home, Port Coquitlam, BC

Student Volunteer (volunteered over 80 hours). Responsible for helping out for special events, providing companionship and emotional support to seniors, and communicating needs and issues to supervisors for administrative.

SKILLS

Language	Communicators	Organization
Bilingual; fluent in both Mandarin and English	Problem resolution	Team Collaboration
MS Office	Customer service	

- REFERENCE

Available on request

5933 Iona Dr.
Vancouver, BC V6T 1J6

April 3, 2022

Vancouver Laser & Skin Care Centre
750 W Broadway 3rd Floor
Vancouver, BC V5Z 1H2

Dear:

Please consider my application for a medical assistant position at your Laser & Skin Care Centre, as advertised in March on Indeed.com. I will be graduating soon from University of British Columbia in 2023 with a Nutrition Science Degree. As I am looking forward to applying for medicine, I would like to gain more experience in the relevant field to equip myself with skills and experience that would prepare me best for my future studies and career.

As you see from my enclosed resume, I worked as a part-time pharmacy assistant for one year. This experience, combined with medical clerical duties and customers service, has given me a practical experience of knowing patients' expectations and need, as well as the importance of providing high quality medical care and attention-to-detail in the medical paperwork.

As a healthcare worker, I am aware of the importance of details, confidential information, and communication skills required to provide decent experience for patients. Moreover, my Taiwanese background might be assets to your bilingual requirement. I can speak and write Mandarin fluently to create an affability environment for patient who are mandarin speakers.

If my background meets your requirement, please email me at lovepassionlife0618@gmail.com.

Sincerely,



Christine Hsiao

Request for references Letter:

5933 Iona Dr.
Vancouver, BC V6T 1J6

April 1, 2022

Jake Jeong
Pharmacy Manager
Shoppers Drug Mart
Coquitlam, BC V3J 3X5

Dear Mr. Jake:

I am in the process of applying to patient coordinator/ receptionist and I would like to ask if you are feeling comfortable writing me a strong letter of reference on my behalf.

I thoroughly enjoyed time working as a pharmacy assistant with all the precious coworker, patients and other healthcare professions. As my manager, I believe you could honestly and effectively vouch for my list of skills and qualities, I have demonstrated during time working in SDM251.

I've attached the job posting and details on how to submit the letter. If you have any question regarding toward this reference request letter, please contact me through email or phone. Here is my contact information: C: 778-954-9845; Email: lovepassionlife0618@gmail.com. I would be glad to have your reference.

Thank you for your time and support.

Sincerely,



Christine Hsiao

5933 Iona Dr.
Vancouver, BC V6T 1J6

April 1, 2022

Vicki Robertson
Supervisor of Volunteer Services
Hawthorne Seniors Care Community
Port Coquitlam, BC V3C 1W3

Dear Ms. Robertson:

I hope you are well! I volunteered at Hawthorne Seniors Care Community from 2017 to 2019. I am currently in the process of applying a new position (patient coordinator/ receptionist) which required reference letters from pervious volunteer or work places. I would like to ask if you are comfortable to write me a reference letter.

I throughly enjoying time volunteering in the senior care home providing companionship and emotional support to senior and helping out the special events with other volunteers, nurses and administration workers. As the supervisor of volunteer service in Hawthorne Senior Care Community, I believe you could be honestly and effectively vouch my lists of skills and quality based on the time I volunteered in Hawthorne Senior Care community.

Please let me know if you are able to provide a reference letter for me. I will attached the job posting and details on how to submit the letter through email if you are able to provide a reference letter.

If you have any questions regarding to this reference request letter please contact me through phone or email. Here is my contact information: C: 778-954-9845; Email: lovepassionlife0618@gmail.com. I would be glad to have your reference.

Thank you for your time and support.

Sincerely,



Christine Hsiao

5933 Iona Dr.
Vancouver, BC V6T 1J6

April 1, 2022

Jessie Chen
Manager
McDonalds
2929 Barney Hwy,
Coquitlam, BC V3B 5R5

Dear Ms. Chen:

I hope you are well! I worked at the McDonald's on Barnet Hwy from 2017-2019. I am currently in the process of applying to the new position (patient coordinator/ receptionist) which required reference letter from previous work or volunteer places. I would like to ask if you are comfortable of writing me a strong reference letter regarding my performance, skills, qualities through time working in McDonald's.

I thoroughly enjoying my time as crew member in McDonalds. Through time working in McDonald's, I developed many skills such as customer service, leadership and cooperation skills. As my manager, I believe you could honestly and effectively affirm my performance and skills through time working in McDonald's.

Please let me know if you are able to provide a reference letter for me through email or phone. Here is my contact: C: 778-954-9845; Email: lovepassionlife0618@gmail.com. I would be glad to have your reference.

Thank you for your time and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Hsiao", followed by a small dash.

Christine Hsiao