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| MB Objective To secure a position that will lead to a lasting working relationship in the field of Medical Assisting. Skills Excellent Customer service, bilingual, caring, fast learner, reliable, | |  | | --- | | MAribel BonillaCertified medical assistant |maribonilla04@gmail.com | 520-560-3684 |  ExperienceHealth aid/School Nurse • Coolidge unified school District•July 2021- present Pass out medications for students on daily medications. Provide safe first aid care. Enter all medical cards in system. Document encounters. Certified Medical Assistant • Sunlife Family health center •may 2019 – July 2021 Room patients obtain vitals or any new health information. Telephone, document encounters, maintain patient flow. PCMH logs, injections, VFC immunizations, EMR ECW Medical Assistant • peter zwerin • December 2013 – june 2016 Check in patients, take vitals  Injections such as vitamin B-12, Testosterone, Flu Shots, Tetanus  Arranging for home care admissions, labs, bookkeeping  EMR Amazing Charts  SPECIAL NEEDS DISPATCHER • COOLIDGE SCHOOL DISTRICT • JULY 2012- MAY 2013  Route all special needs, Self-contained and suspended students.  Input requisitions for purchasing items.  PAYROLL SPECIALIST • COOLIDGE SCHOOL DISTRICT•JANUARY 2011- JUNE 2012  Input timesheets, process payroll, payments to insurance and garnishments.  TEACHER ASSISTANT • PINAL GILA RIVER COMMUNITY • OCTOBER 2008 – JANUARY 2011  Child assessments provide progress report for parents.  Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstration  Attend staff meeting, serve on committees as required  STORE MANAGER • SHOPE’S IGA • DECEMBER 2005- OCTOBER 2008  Resolve customer complaints EducationmEDICAL ASSISTANT CERTIFICATION • January 2013- September 2013 •PIMA MEDICAL INSTITUTEHONOR ROLL, PERFECT ATTENDANCE AWARDSCHILD DEVELOPMENT CERTFICATION• CENTRAL ARIZONA COLLEGE • OCTOBER 2008 – APRIL 2011 HIGH SCHOOL DIPLOMA • COOLIDGE HIGH SCHOOL • 2007 |