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| MBObjectiveTo secure a position that will lead to a lasting working relationship in the field of Medical Assisting.SkillsExcellent Customer service, bilingual, caring, fast learner, reliable,  |

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| MAribel BonillaCertified medical assistant |maribonilla04@gmail.com | 520-560-3684  |

ExperienceHealth aid/School Nurse • Coolidge unified school District •July 2021- presentPass 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 2021Room patients obtain vitals or any new health information. Telephone, document encounters, maintain patient flow. PCMH logs, injections, VFC immunizations, EMR ECWMedical Assistant • peter zwerin • December 2013 – june 2016Check in patients, take vitalsInjections such as vitamin B-12, Testosterone, Flu Shots, TetanusArranging for home care admissions, labs, bookkeeping EMR Amazing Charts SPECIAL NEEDS DISPATCHER • COOLIDGE SCHOOL DISTRICT • JULY 2012- MAY 2013Route all special needs, Self-contained and suspended students.Input requisitions for purchasing items. PAYROLL SPECIALIST • COOLIDGE SCHOOL DISTRICT•JANUARY 2011- JUNE 2012Input timesheets, process payroll, payments to insurance and garnishments.TEACHER ASSISTANT • PINAL GILA RIVER COMMUNITY • OCTOBER 2008 – JANUARY 2011Child assessments provide progress report for parents.Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrationAttend staff meeting, serve on committees as requiredSTORE MANAGER • SHOPE’S IGA • DECEMBER 2005- OCTOBER 2008Resolve customer complaintsEducationmEDICAL ASSISTANT CERTIFICATION • January 2013- September 2013 •PIMA MEDICAL INSTITUTEHONOR ROLL, PERFECT ATTENDANCE AWARDSCHILD DEVELOPMENT CERTFICATION• CENTRAL ARIZONA COLLEGE • OCTOBER 2008 – APRIL 2011HIGH SCHOOL DIPLOMA • COOLIDGE HIGH SCHOOL • 2007 |