**[Medical Records Administrative Assistant](https://www.postjobfree.com/resume/ad1fdi/medical-records-administrative-bronx-ny)**

**Location:**Bronx, NY

**Posted:**November 24, 2023

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**Resume:**

Katie Jackson

New York, NY 10001

(929) 448-9772

jacksonkatie8532@Gmail.com

Professional Summary

Healthcare professional seeking to grow as a medical provider for near future

Professional Experience

Bronx Care – New York, NY Mar 2022 – April 2023

Administrative Assistant

Duties include : Assisting Doctors in Patient Care, Admin, Email, Medical Records

Bronx Care – New York, NY Mar 2021 – Mar 2022

Messenger Clerk

Duties include : Patient Intake, QA, Scanning

Clerical duties include : Data Entry, Accessing Medical Records, Filing, Emailing

New York University – New York, NY Jan 2016 – Jan 2021

Part-Time Patient Support Tech Operating Room (2019 – 2021)

Assist patients in safekeeping their medical records and answering inquiries

Responsible for conducting patient surveys regarding transportation services

Assist medical providers and nurses as needed

Maintain a sterile environment during procedures

Part-Time Patient Transporter (2016 – 2019)

Responsible for transporting patients to and from different locations within hospital

Assisted patients in safekeeping their medical records and answering inquiries

Responsible for conducting patient surveys regarding transportation services

Assisted medical providers and nurses as needed

Federation Multicultural – New York, NY Feb 2013 – Jan 2017

Direct Care Worker

Provided direct care for developmentally disabled adults

Provided long term care and support for patients (hands on care)

Assisted all patients with daily living activities

Maintained a clean and hazard free environment for co-workers and patients

Sunnyside Homecare – Queens, NY Jan 2012 – Feb 2013

Home Health Aide

Assisted medically inclined patients in and out of their homes

Assisted all patients with all hygiene needs

Prepared daily meals (according to patient meal plan)

Performed light housekeeping and assisted patients with errands as needed

Education

St. Raymond’s Academy for Girls – Bronx, NY 2006

High School Diploma

American Society of Medical Technicians

Certifications: Surgical Technologist – Surgical Technician – Surgical Sterilization

Professional Skills

Over five years of professional experience providing patient care as a home health aide

Proficient in using Microsoft Office (Word, Power Point, Publisher, Excel)

Proficient using web browsers, social media, email servers, and databases

Professional experience preparing, cooking, and serving meals to patients

~Professional references available upon request~