Julaine Shepherd

50 E 19th Street, F1 | Brooklyn, NY 11226 | 347-355-7797 |julaine\_shepherd@yahoo.com

**Objectives**

Highly enthusiastic Medical Assistance with contagious and positive work ethics seeking a positive where my hand-on skills and knowledge can continue to develop.

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| --- | --- |
| Skills | Administrative Skill |
| * Excellent organization and people skills
 | * Health Insurance Claims Processing
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| * Responsible, team player, self-motivated
 | * Medical Office Procedures
 |
| * Quick learner
 | * Medical Terminology
 |
| Clinical Skills | Computer Skills |
| * Clinical procedures
* Vital signs
* Specimen collection
 | * MS Word and Excel
* Medical Office Management Software such as Medisoft
 |

**EDUCATION:**

New Age Training New York, NY

Medical Assistant Program **June 2019 – August 2020**

Completed an intensive 900-hr Medical Assistant Program comprised of theoretical and applications of essential medical assisting skills which include the following:

* **Clinical Skills**- Clinical Procedures, Clinical Asepsis, Vital Signs, Electrocardiography
* **Laboratory Skills**- Phlebotomy, Urinalysis, Specimen Collection, Smear Procedures
* **Administrative Skills** – Health Insurance Claims Processing, Medical Office Procedures
* Patient Relations, Medical Terminology and Anatomy and Physiology

 Northern Caribbean University 1993-1997

* Associate Degree Information Science

 Savanna-La-mar High School 1987-1992

**Professional EXPERIENCE:**

Dr. Wing Tsang

New York, NY **April 2020 – August 2020**

**Medical Assistant Externship**

* Administrative duties included:
* Greeted Patients, takes message, shred paper
* Check Insurance, charting, filing, assisted the doctor
* Take vital signs, Acupuncture
* Performed EKG, phlebotomy, re-pack the blood cart

**Sales Associates TJ Maxx June 2017 – Present**

* Assist customers with questions, needs and purchases
* Set up merchandise on the sales floor
* Prepare merchandise for display
* Watching out for loss prevention through leakage and theft

**Baby Nurse September 2012 – December 2012**

* Overnight care of premature newborn
* Bottle Feeding
* Diaper changing
* Sponge bath when needed