**Madelaine Insua**

Antioch, CA 94531  94531, Antioch, CA  • (925) 470-9729 • madelaineinsua@yahoo.com

**Professional Summary**

To obtain a position as a Medical Assistant, where I may utilize my educational background and time management skills to provide quality assistance to both physicians and patients.

**Skills**

|  |  |
| --- | --- |
| * Bilingual; Spanish/English * BLS certified/First Aid training * Typing skills: 30 WPM * Basic computer skills * Basic medical billing * Knowledge of EMR/EHR system * HIPAA/OSHA guidelines * CPT, ICD-10, HCPCS coding * Insurance terminology: HMO/PPO & government programs * Vitals * EKG * Venipuncture/dermal puncture * Medical charting/records | * Injections (IM, ID, SC) * Urinalysis * Snellen Chart * Minor office surgery/medical asepsis * Sterilization (Autoclave) * Pap tray set-up * Knowledge of glucometers * Pediatric exams (head circumference, height/weight, length) * CLIA waved testing * Basic ambulatory instructions * Wound care/bandaging * Excellent customer service & patient care |

**Work History**

Security Officer, 01/2019 to 10/2020

Hss: Healthcare & High-Risk Security Services, – Antioch, CA

Responsible for maintaining security & safety of the hospital, staff, patients, and visitors. Providing a visible deterrence to crime, prohibited activities or suspicious activities in public or non-public areas. Respond quickly and effectively to emergency & non-emergency situations. Escort persons and facility personnel. Being alert for activities, which could result in injury to a person or damage to a loss of property.

Security Officer, 08/2018 to 01/2019

Allied Universal Private Security – Pleasanton, CA

Assist the maintenance staff in securing an area during a maintenance emergency. Utilize the company's guest policy to issue guest passes and make sure that an employee accompanies each guest before entering. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons or unusual occurrences. Warns persons of rule infractions or violations and evict violators from premises.

**Education**

High School Diploma

Deer Valley High School - Antioch, CA

Medical Assistant Certificate: 10/2020

Contra Costa Medical Career College, Inc. - Antioch, CA

**Additional Information**

**References**

**Deloris McCabe**

AMA/Billing & Coding Instructor Contra Costa Medical Career College

(925-757-2900)  
Deloris@ccmcc.edu

**Holly McCarthy**

AMA/BC Instructor  
Contra Costa Medical Career College

(925-757-2900)  
Holly@ccmcc.edu

**Sherwin Sohail**

HSS Security Manager

(510-956-9480)

Shrwnsohail@gmail.com

**Mindi Guarino, CMA**

Director of Career Services  
Contra Costa Medical Career College

(925-757-2900)  
Mindi@ccmcc.edu