# Angela Smith, NRC*MA*

Smithangela591@yahoo.com • 832-877-1009 • 8906 High Haven Drive, Houston, Texas 77083

# Objective

Looking to earn a position as Medical Assistant that will allow building of clinical skills; while helping to improve the overall level of service to patients through superior medical assistance.

# Education

**The College of Health Care Professions**, *Medical Assistant Certification*

April 2018

**EXternship 180 hours|***Houston Metro Urology* February 2018 – April 2018

* Front office duties included answering phones, scheduling appointments, verified insurance, preauthorization for patient medication, faxing, assisted patient with demographic and enter patient information into Aetna. Also assisted with translating to patients.
* Back office duties included vitals, roomed patients, prep patients for exams, phlebotomy, injections, collecting specimens, lab work, assist with pap smears, wound care, and assisted doctor as needed.

**Elsik High School**, *High School Diploma*

June 2017

# Skills

|  |  |  |
| --- | --- | --- |
| * Bilingual: Spanish
* Medical Terminology
* HIPAA/OSHA
* Venipuncture/Blood Draw Expert
* Front Desk Duties
* Minor Surgery Assistant Awareness
 | * Insurance Billing/Booking Duties
* Administer Medications
* Patient Scheduling
* Perform EKG’S
* Wound Dressing
* Minor Laboratory

  | * Procedures
* Partied Registration
* Vital Signs
* CPR/First Aid
* Medical Records
* Multi-Lines Phones
* Audio and Visual Testing
 |

# Experience

**medinet Family Care Clinic |***Medical Assistant* August 2018 – November 2018

* Greeted patients, answered phones, scheduled appoints, scheduled follow-up, called patients for appointment reminders, faxed, copied as needed, entered/ updated patient information in EHR system, and maintained an organized work station.
* Assisted with translating to patients and assisted with new patient documents.
* Triaged patients took chief complaints, roomed patients, urinalysis, EKGs, injections, phlebotomy, glucose testing, flu testing, strep testing, pregnancy test, and ear irrigations.

**Subway |***Cashier* September 2017 – October 2017

* Welcomed customers as they approached the counter.
* Assisted customers in choosing items from the menu by providing them with information on ingredients and cooking styles.
* Took orders for food items and beverages.
* Processed cash and credit card transactions and tender change and receipts

**JP Rainbow painting |** Assistant Manager March 2017 – August 2017

* Coordinated work schedule of job duties, responsibilities and location of painters.
* Maintained up-to-date documentation of all company processes.
* Assigned work to employees, using material and worker requirement data.
* Examined and inspected work progress, equipment to verify safety and ensure that specifications were met.
* Managed office paperwork and word orders.

# References Available Upon Request