**Cierra Butler**

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6213 Ogontz Avenue, Philadelphia, PA 19141

267-298-6360

**Objective**

Responsibility courteous organized and detail oriented person who can work well under direct supervision or independently. Looking for a medical assistant position at your facility where I may use my understanding of advanced medical procedures and excellence in administrative tasks in order to manage the facilities operations effectively.

**Education**

Lincoln Technical Institute – Moorestown, NJ

Medical Assistant – Graduation Date 7/13/2020

**Certificates**

Certified Medical Assistant (CCMA)

**Key Strengths/knowledge**

Venipuncture, injections, vital signs, ECGs, wound care and first aid. General laboratory techniques, centrifuge operation, and sterilization procedures. Familiar with OSHA and CLIA regulations. Basic knowledge of general medications, basic triaging skills and patient preparation. Knowledge of body systems, medical and anatomical terminology. Computer literate, multi-line phone systems, phone triage, medical record documentation (EHR), Accounts Receivable/Payable.

**2017-2019**

Tech Freire Charter School Institute – Philadelphia, PA

Diploma - 6/19

**Key Skills**

* Good in managing client relationships
* Excellent communication skills
* Balancing different task
* Active Listener

**Volunteer Experience**

Awbury Arboretum – Philadelphia, PA - (TLC) harvester

**Work Experience**

Wawa – Abington, PA

Customer Service Associate - **October 2018 - Currently Employed**

* Organize and clean store during downtime; maintain a sanitized work environment at all times.
* Mastered point-of-service (POS) computer system for automated order taking.
* Handled currency and credit transactions quickly and accurately.
* Followed procedures for safe food preparation, assembly, and presentation.
* Built sustainable relationships of trust through open and interactive communication.