**Shi’esha L. Wilson-Greathouse**

**114 Friendly Drive Apt# F**

**Hampton, VA 23605**

**Mobile: 843-289-2635**

**Email:** **shieshawilson@gmail.com**

 **WORK EXPERIENCE:**

Tpmg Colonial Family Medicine 11/19 – 03/20

4125 Ironbound Rd

Suite 200

Williamsburg VA 23188

Supervisor: Kelly Strother: 757-345-2829

**Medical Assistant**

My job responsibilities consist of pulling the patients back, getting them checked in, making sure the patient medical needs were taking care of and that they received proper care. Updating patients’ chart, giving injections/drawing labs, and running lab test when needed. Clean patient rooms, sanitize and disinfect equipment and furniture and disposing of waste using standard procedure, and stalking supplies. Also, calling patients back, ordering labs, completing Prior authorizations.

Burger King 3/13 – 4/13

1101 East Godbolt

Marion SC, 29571

Supervisor Bill: 843-423-0888

**Cashier**

Responsible for assisting customers by taking their order via drive-thru or front counter. Enter purchases into cash register in order to calculate total costs of order. Accepts cash or bank cards for payment issuing correct change and receipts for funds received. Assists in other areas of the store such as cleaning bathrooms, seated areas and other areas around the store as needed.

Conway Manor 6/15 - 9/15

3300 Fourth Ave.

Conway, SC 29527

Supervisor Darren Davis: 843-248-5729

**Housekeeping**

Responsible for cleaning patient rooms, offices and waiting areas using cleaning chemicals provided by the job. Clean, sanitize and disinfect floors, equipment and furniture and disposing of waste using standard procedures. Distributed clean linen and hospital gowns as needed. Monitored inventory of supplies such as paper towels, soap and toilet paper.

**EDUCATION:**

ECPI University

Medical Assistant

08/18- 11/03/2019

**GPA: 3.7**

Everest College

Medical Assistant

9/15-04/16 (College Closed)

**GPA: 3.5**

Horry Georgetown Technical College

Nursing

09/14-06/15

**GPA: 3.5**

**Certifications:**

03/29/2019-03/29/2021

Phlebotomy Technician

National Healthcareer Association (NHA)

06/05/2019-06/05/2021

Electrocardiogram Technician (EKG)

National Healthcareer Association (NHA)

07/18/2019-07/18/2021

Cardio- Pulmonary Resuscitation (CPR)

American Heart Association

08/24/2019-08/24/2021

Registered Medical Assistant (RMA)

American Medical Technologist (AMT)

08/20/2019-08/20/2021

Certified Medical Administrative Assistant (CMAA)

National Healthcareer Association (NHA)

08/22/2019-08/22/2021

Certified Clinical Medical Assistant (CCMA)

National Healthcareer Association (NHA)

Currently perusing an Associates Degree in Certified Medical Assistant (CMA)

**REFERENCES UPON REQUEST**