**Lizbeth Ortega**

**Vineland, NJ 08360 ⏐ 856-238-2873 ⏐ Lortega7239@gmail.com**

**PROFILE SUMMARY** To obtain a full-time medical assistant position and provide attentive, professional assistance to patients and physicians utilizing my education and training.

**CERTIFICATIONS**

* HIPAA Certified
* Bloodborne Pathogens Certification
* CPR, AED, BLS/First Aid Certification
* SimChart EHR Certification
* NHA Certified Clinical Medical Assistant (CCMA)- *[Expected August 2022]*

**SKILLS**

* **Bilingual**: Spanish
* Customer Service
* Organization
* Accurate payment processing
* Inventory
* Attention to detail
* Works well with children
* Patient
* Compassionate

**EDUCATION**

Pennco Tech- Blackwood, NJ

ACCSC Accredited Medical Assistant Program - Certificate of Completion *[Exp. August 2022]*

*National Health Careers Association; Certified Clinical and Administrative Medical Assistant*

*curriculum*

* Phlebotomy Training, Glucose Testing and Injections
* EKG and Vital Signs
* Minor Office Surgery Preparation and Provider Assistance
* Universal Precautions
* Medical and Surgical Asepsis
* Urinalysis & Specimen Collections
* Triage
* General Medical Office Procedures
* Medical Transcription and Document Processing
* Medical Records/ Patient Chart Management; Electronic and Manual
* Knowledge of Insurance Claims/Billing [ICD-10 & CPT Coding], Knowledge of Navinet
* Simulated Administrative/Clinical Medical Office Setting with Hypothetical Case Scenarios
* **Software:** Electronic Medical Records (SimChart for the Medical Office) & Microsoft Office Suite

Vineland High School – Vineland, NJ

High School Diploma *[June 2021]*

**EMPLOYMENT**

Vineland, NJ

**Child Care Helper *[02/2017 - Present]***

* Assist with care and activities
* Change and diaper as needed
* Assist with meal preparation and serving

Gonzalez Plastic Supplies – Vineland, NJ

**Associate *[03/2021 – 08/2021]***

* Customer service
* Cashier duties
* Unpacking and organizing inventory supplies

Blueberry Farm – Hammonton, NJ

Picker/Packer *[09/2017 – 07/2018]*

* Pick and sort fresh berries
* Package following safety standards
* Sales of produce