

# AQUA VINCENT

Vallejo, CA  
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## EXPERIENCE

### **Medical Assistant, Sutter East Bay Medical Foundation, Pediatrics Department; Berkely, CA - August 2019 to October 2020**

- Prepared treatment rooms and set up medical laboratory equipment.
- Verified purpose of visit with the patient and record medical history in the Electronic Health Record System (EHR).
- Able to maintain strict confidentiality regarding patient information.
- Administered health questionnaires.
- Prepared patients for examination by performing preliminary physical tests and taking vital signs.
- Effectively communicated requests from patients to provider or care team members.
- Performed routine medical tasks and procedures, including vision tests, urine dipstick tests, pregnancy tests, basic hearing tests, blood glucose testing, site of care hemoglobin A1C testing, sputum collections, oral HIV tests, and non-invasive specimen collection.
- Collected finger stick blood specimens and assisted in the collection of tissue or other laboratory specimens: logged the specimens and prepared them for testing.
- Conducted specialized procedures under the direction of a clinician such as nebulizer treatments, spirometry, suture removal and wound-care.
- Coordinated patient flow to maximize patient access and service.
- Cleaned and sterilized instruments and disposed of contaminated supplies.
- Explained and/or translated treatment procedures, medications, diets, or providers' instructions to patients.
- Scheduled follow-up appointment or recall appointment after visit.

- Helped providers examine and treat patients.
- Prepared and administered medications and injections as directed by a provider.
- Provided prescription information to pharmacies, as directed by a provider.
- Participated in panel management and population health practices and software tools.
- Completed and reviewed information at end of patient visit.
- Administered immunizations, document in EHR, and other electronic tracking systems.
- Ensured that all logs, forms, records, and charts were complete, thorough, and accurate.
- Provided patient education and follow-up care instructions as instructed by provider.

**Medical Assistant, Pain and Rehabilitation Center; Emeryville, CA - June 2019 to August 2019**

**Medical Assistant, La Clinica; Vallejo, CA – July 2018 to September 2018  
Internship**

**Sales Manager, Ashley Furniture; Fairfield, CA – 2016 to 2017**

- Managed sales team and schedule
- Handled customer payments
- Handled bank deposits
- Provided assistance to customers

## **EDUCATION**

**Carrington College California-Sacramento; Pleasant Hill, CA – 2018**  
Medical Assistant Program

## **SKILLS**

- Team Player
- Good Communication Skills
- Organized and a Multi-Tasker
- Microsoft and Mac Savvy

## **REFERENCES**

Professional references available upon request.