

# Yessenia Castro

## Medical Assistant

**Address** Kissimmee, United States, 34744

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Highly motivated and committed Medical Assistant with proven history of superior performance at individual, team and organizational levels. Multitasks and prioritizes workloads with little or no supervision. Detail-oriented professional looking to bring medical background and team-building skills to deadline-driven environment.

## Skills

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Phlebotomy	●●●●● Excellent
Assisting with physical exams	●●●●● Excellent
OB/GYN procedures	●●●●● Excellent
Knowledge of EKG rhythm interpretation	●●●●● Excellent
Electronic health records	●●●●● Excellent
Laboratory maintenance	●●●●● Excellent

## Work History

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### 2021-08 - Current **Medical Assistant**

*SaludVip, Kissimmee, FL*

- Taught patients about medications, procedures, and care plan instructions.
- Collected and documented patient medical information such as blood pressure and weight.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Sanitized, restocked, and organized exam rooms and medical equipment.
- Scheduled appointments, registered patients, and distributed sample pharmaceuticals as prescribed.
- Performed medical records management, including filing, organizing and scanning documents.

- Assisted physicians with minor surgeries, including preparing operating room and sterilizing instruments.
- Answered telephone calls to offer office information, answer questions, and direct calls to staff.
- Prepared lab specimens for diagnostic evaluation.
- Completed EKGs and other tests based on patient presentation in office.

**2020-02 - 2021-08**    **Security Site Supervisor**

*Vital Security And Investigations, Kissimmee, FL*

- Recorded incident reports with detailed accounts of occurrences.
- Developed improved training methods with focus on public safety and officer awareness.
- Oversaw team of security officers and managed scheduling and performance evaluations.
- Wrote and submitted daily reports on security team operations.
- Removed unauthorized persons from facility grounds.
- Advised security team and conducted investigations of significant threats and loss or misappropriation of assets.
- Monitored and approved access control systems for accessibility to authorized personnel.
- Developed and implemented strategies to prevent and respond to security incidents.
- Monitored alarm systems and CCTV footage to enable prompt attention and response.

**2018-11 - 2020-01**    **Assistant Housekeeping Manager**

*Baymont By Wyndham, Kissimmee, FL*

- Worked with front desk to respond promptly to all guest requests.
- Communicated repair needs to maintenance staff.
- Assigned housekeeping staff to specific shifts and room blocks based on abilities and daily requirements.
- Managed laundry sorting, washing, drying, and ironing.
- Increased employee performance through effective supervision and training.
- Placed orders for housekeeping supplies and guest toiletries.
- Trained and mentored all new personnel to maximize quality of service and performance.
- Completed schedules, shift reports, and other business documentation.
- Held classes to teach staff facility procedures.
- Developed and implemented detailed housekeeping standards to promote cleanliness standards for guest rooms and common areas.

***Education***

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**2009-08 - 2013-07**    **High School Diploma**

*Hazleton Area High School - Hazle Township, PA*

**2014-01 - 2016-04**    **Associate of Science: Medical Assisting**

2022-10 - Current

## Bachelor of Science: Nursing

Keiser University - Lakeland

### Software

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Eclinical Works



Excellent

Epic



Excellent

### Languages

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English



Excellent

Spanish



Excellent

### Certifications

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2022-11

I.V therapy, Clinical Solutions- 30 hr