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| |  | | --- | | Adilene Lopez  653 N. Dwight Ave  Farmersville, Ca 93223  Phone (559) 736-4316  Email: adilenelopez123@yahoo.com |  |  |  | | --- | --- | |  | | | Obtain a position where I can use my skills and hardworking ability to benefit my employer and be of service to others.. | | |  | | | **Strengths/ Skills**   * Bilingual English and Spanish * Administer Injections * Perform accurate Assessments of Vital Records * Typing Speed of 40 WPM * Ability to do Team Work | * Medical Terminology * Phone Etiquette * Capillary Punctures * Venipunctures * Tray Set Ups |  |  | | --- | | Certifications/ Awards  HIPAA Certified  OSHA Certified | | **Education**  San Joaquin Valley College- Visalia, Ca  Certificate of Completion in Medical Assistant  Exeter Union High School- Exeter, Ca  High School Diploma | |  | | **Externship**  Dr. Marshall Lewis, M.D – Visalia, Ca  Medical Assistant Extern  180 Clinical Hours Completed  Completed patient history during first assessment  Called an verified patient insurance  Make patient follow- ups calls for upcoming appointments | |  | | **Work Experience**  Marshalls, Visalia, Ca Stock Clerk January 2019 to March 2019  Greet customers entering establishment  Enforce all safety rules and regulations  Stamp, attach, or change price tags on merchandise, referring to price list  Clean display cases, shelves and aisles. | |