

# MILLENIA BROWN

MEDICAL ASSISTANT



## PROFESSIONAL SKILLS

Microsoft Office Suite  
Database Management  
Tricare  
Phlebotomy  
Urinalysis  
ECG Recording  
In-House Test  
Patient Scheduling  
Patient Education  
Administering Injections  
Instrument Sterilization  
Charting

## PERSONAL SKILLS

Creative spirit  
Reliable and professional  
Organized  
Time management  
Team player  
Fast learner  
Motivated

## CERTIFICATIONS

Certified Medical Assistant  
March 2020 | NHA

First Aid & CPR  
Jan 2019

## CONTACT

P: 470 416 8422  
E: Millenia2k00@outlook.com

## ABOUT

Graduate at Woodruff Medical Testing and Training and diligent Clinical Medical Assistant, eager to begin serving patients in the community. Extremely attentive in the clinical setting. Hoping for the opportunity to further my education and experience in the healthcare industry.

## WORK EXPERIENCE

### MEDICAL ASSISTANT

Britelife Urgent and Primary Care | Feb 2020 - Present

- Collect patient information and perform vital signs
- Receive patients blood and/or urine sample, prepare and send out for lab testing
- Evaluate patient care needs, prioritize treatment, and maintain patient flow

### OFFICE MANAGER

The Treasure Chest | Sep 2017 - Jan 2018

- Manage schedules, oversaw daily operations, and updated inventory
- Performed basic accounting functions including cash or wire transfers
- Prepared daily, weekly, and monthly reports

## EDUCATION

### MEDICAL ASSISTANT CERTIFICATION

Woodruff Medical Training and Testing | Jan 2019 - Dec 2019

### HIGH SCHOOL DIPLOMA

G Ray Bodley | Apr 2017 - Jun 2018

### PELL DUAL ENROLLMENT PROGRAM

Cayuga Community College | Aug 2017 - Jan 2018

## REFERENCES

### SABRINA AKHUNZADA

Britelife Urgent & Primary Care | Office Manager | 770 545 8410

### LAURENE GANTT

The Treasure Chest | Owner | 470 416 8422