**OBJECTIVE:**

Seeking a position as a Medical Assistant at a health care facility where I can continue to grow professionally and apply my skills and knowledge obtained during my recent training at Branford Hall.

**EDUCATION:**

**Branford Hall Career Institute,** Southington, CT

**Certified Clinical Medical Assistant** Graduated July 2017

**RELATED SKILLS:**

* Medical Terminology
* Vital Signs
* Billing and Coding
* Phlebotomy
* Fluent in Spanish and English
* First Aid/CPR
* Electrocardiogram
* Urinalysis
* Clinical/Administrative Procedures
* CCMA Certification

**EMPLOYMENT:**

**Celebrity Nurse Homecare, Meriden, CT**  March 2018-Present

PCA/HHA

* Responsible for assisting clients with daily living activities, dressing, grooming, personal hygiene
* Obtain vital statistics and report changes in charts
* Ensure that medication is taken on time and as prescribed
* Prepare meals and help with feeding
* Schedule doctor’s appointments and provide transportation

**Dr Sharon Adler Obgyn, Bristol, CT** June 2017-July 2017

Medical Assistant-Externship

* Performed Hcg tests and urinalysis
* Washed and sterilized instruments daily
* Scheduled appointments and prepared charts
* Obtained vital signs and medical history
* Assisted with finger pricking for HBG
* Prepared rooms and patients for examination
* Restocked exam rooms

**Metro PCS,** Meriden, CT November 2016-April 2017

Sales Associate

* Knowledge of cellular systems and related products
* Handle customer transactions
* Process company accounting
* Train new employees
* Open and close store

**CT Personal/Fosdick,** Meriden, CT August 2013-December 2015

Customer Service Representative

* Handled customer phone calls
* Confirmed orders and transactions
* Assisted with issuing refunds
* Stocked and shipped product
* Organized company warehouse

**Franciscan Everthere Care,** Meriden, CT November 2012-February 2013

Homemaker/Companion

* Assisted patients in their homes with daily tasks
* Organized and cleaned patients’ homes
* Provided transportation to a variety of activities and appointments
* Knowledge of nutrition