

Alicia Alonzo

Edinburg, TX

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9566001534

Work Experience

Medical Assistant

STM Primary Carr Clinic - McAllen, TX

2020-01 - Present

- Obtained vital signs, worked effectively with patients to put them at ease, take medical histories, and prepare them for medical examination.
- Gave treatments and injections to patients and also performed the routine tests in laboratory
- Followed up with timely and accurate medical record keeping/documentation
- Ran controls for machines and recorded information such as temperature logs, inventory of vaccines and medical equipment
- Re-Stocked equipment
- Handled minor procedures along with doctor

Bookkeeper/Office Manager

Red Door Real Estate - McAllen, TX

2013-04 - 2015-07

- As a marketing associate, I was in charge of marketing a 4 plex units of 100 properties, making sure apartments were cleaned and ready to be leased, made sure all promos on our websites were up to date.
- Analyze customers accounts, making sure their accounts were current. Prepare and send notifications of payments past due.
- Assist customers in finding a way to meet financial obligations without getting further behind.
- Place phone calls to customers to remind them of payments and account balance.
- My responsibilities were also to notify our clients of their units, what is vacant what is already leased, who hadn't paid and who has.

Medical Assistant

South Texas Vein Institute - McAllen, TX

2007-04 - 2014-03

- Handle medical administration tasks like purchasing, scheduling, payroll, licensure and HIPPA compliance
- Responsible for hiring, training and conduction and coaching.
- Handled the task of checking up-date records of patients and correcting it as per the treatment, medication, side effects and symptoms.
- Assisted doctor in scheduling appointment and diagnose patients
- Handled the responsibility of keeping track of expensive and devices.
- Responsible for maintaining good relationships with different healthcare center.
- Provided assistance to doctor in surgical procedure, taking proper care of patients during post and pre-opens in conducting various therapies

- Remarkable skills to handle surgical instruments and assemble surgical tools prior operation.

Medical Assistant

Melba Palacios, MD - Edinburg, TX

2007-02 - 2007-11

- Obtained vital signs, worked effectively with patients to put them at ease, take medical histories, and prepare them for medical examinations.
- Gave treatment and injection to patients and also performed the routine tests in laboratory
- Followed up with timely and accurate medical record keeping/documentation

Education

Some college in Medical school

South Texas Community College - McAllen, TX

2007-01 - 2009-09

High school or equivalent in San Antonio College

Edinburg High School - Pharr, TX

2006-11 - 2007-05

Skills

- CPR
- EKG
- EMR
- Injections
- Microsoft Word
- Patient Care
- Receptionist
- Vital Signs
- CPR Certified
- Epic
- Venipuncture
- Filing
- EHR
- Medical Records
- Scheduling
- Phlebotomy

Certifications and Licenses

Certified Clinical Medical Assistant (CCMA)

Nationally Registered Certified Medical Assistant (NRCMA)

Registered Medical Assistant (RMA)