

Cierra C Lewis

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Objective Medical Assistant position where my skills, abilities, and recent training will contribute to the quality, efficiency, and success of your operation

Skills and Qualifications

- Answering Telephone
- Patient Triage
- Appointment Scheduling
- Insurance Verification
- Electronic Medical Records
- Charting/ Filing
- Collecting Payments
- Supplies Inventory Management
- Obtaining Patient History
- Take and Record Vital Signs
- Phlebotomy
- Administering IM, ID, and SubQ Injections
- Administering Medication
- Collecting Specimens/Lab Orders
- Performing Urinalysis
- Performing EKG's
- Rapid Clinical Testing; Performing and Documenting Pregnancy, Strep, Influenza, and Mono Tests
- Assisting with Procedures and Exams
- CPR Certified
- Patient Education
- Sterilizing equipment and Exam Room Preparation

Education and Training

St Louis College of Health Careers
Medical Assistant (RMA results pending).

Graduated: January 2016

Myrtle Hilliard Davis Comprehensive Health
160 hour Medical Assistant Externship

November 2015 – January 2016

Duties: Vital Signs, Appointments, Patient Escorting, Front and Back Office Work.

Employment Experience

Beauvais Manor
Housekeeping

June 2016- Current

Southside Temporaries
Warehouse Worker

January 2014 – December 2014

Hillside Manor
Housekeeping

January 2012 – Nov 2013

Bellefontaine Nursing Home
General Cleaning

January 2004– December-2010