

Ashley Pacheco

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201/466/1976

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Objective	Dedicated, people-oriented Medical Assistant seeking a position where I may apply my skills and training to the benefit of your practice and your patients.		
Education	2018–2019	Fortis Institute	Wayne, NJ
		• Certificate: Medical Assisting	May 2019
	<u>Areas of Study:</u>		
	• Anatomy and physiology, human relations, medical law and ethics, pharmacology, OSHA and HIPAA guidelines.		
	<u>Administrative Skills:</u>		
	• Patient reception, appointment scheduling, medical records, insurance procedures, filing and computer applications utilizing medical software.		
	<u>Clinical Skills:</u>		
	• Venipuncture, EKG, urinalysis, vital signs, assisting with minor office surgery, First Aid and CPR.		
	<u>Externship:</u>		
	• 160 hours practical experience performing clinical and administrative skills under the direct supervision of a physician.		
	• Center for Women’s Health , Wayne, NJ		
	○ Collecting patient information and perform vital sign examination		
	○ Prepare Lab samples for testing		
	○ Scheduling patient appointment and or procedure appointment		
	○ Maintain patient electronic medical record		
	○ Answering phone lines, intake and triage		
	2016 – 2018	Eastside High School of Culinary Arts	Paterson, NJ
	Diploma		June 2018
Experience	07/2019 - 10/2020	North Jersey Dermatology	Clifton, NJ
	Medical Assistant		
	▪ Prescribe appropriate courses of treatment, including pharmaceutical medications		
	▪ Inspect medical instruments , equipment and operating rooms to maintain stock and sterility.		
	▪ Assisting the NP in operating rooms with electronic medical records system at hand via ipads inputting clinical notes		
	11/2018- 05/2019	J and C Medical Supply	Clifton, NJ
	Medical Billing/ Front Desk		
	▪ Setting up delivery dates for nebulizers		
	▪ Charge Posting, Patient statements		
	▪ Post and reconcile payments		
	10/2020 – Present	Salerno Medical Associate	Newark, NJ
	Sales Associate		
	▪ Assisting clinician in operating rooms , recording clinical notes via EMR		
	▪ Sending appropriate treatment regimen electronically		
	▪ Administering appropriate injection/ administrations		
	▪ Assisting with procedures , such as pap , suture removals and etc		

Certification CPR / AED Certified (AHA)- Pending

References Available upon request.