

## ***Shannon Jones***

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*Summary: To thrive & live in victory with my employer as well as my tribe and share the blessing with others too.*

*Education: Haltom High School Graduate 1988 Haltom City, Texas*

*Graduate of Education America-Medical Assisting Program  
1997 4.0 GPA Ft Worth, Texas*

*Job Skills: Patient and Customer service skills: LAN & WAN  
Windows software, Microsoft, Excel, Desktop Publishing  
Adobe/InDesign & Photoshop as well as Windows XP,7,10,11  
software programs, newsletters, advertising techniques such as  
flyers, coupons, magazine layouts & photo placement and design.  
Type 45 wpm and run personal and business loans, accepting  
co-pays, spreadsheets, word process  
Posting payments & notes, pick ups/deliveries as well as copying, faxing.  
Balancing, make bank deposits, AP/AR, invoicing, 10 key by touch, cash  
register & making change.*

*Front Office: Medical records, insurance verification, billing/coding workers  
compensation, transcription, referrals, call in refills,  
answer phones, schedule appointments, patient assistance  
& care exceptional customer service skills. Greeting the  
patients/customers is most important attribute  
with a smile and genuine concern.*

*Back Office: Vitals, injections, phlebotomy, assist in exams, immunizations  
and minor surgeries, urinalysis, wound care, remove sutures,  
sterilization and autoclave, EKG's. Physical therapy-hot/cold packs  
tens units and massage therapy.*

### *Employment History:*

<i>New Horizons</i>	<i>Bedford, Texas</i>	<i>1999-2003</i>
<i>Health Images of Hurst</i>	<i>Hurst, Texas</i>	<i>1997-1999</i>
<i>Mi Hacienda</i>	<i>Hurst, Texas</i>	<i>1992-1994</i>

