

**MARJORIE GARCIA**

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**OBJECTIVE**

TO SECURE A POSITION WITHIN A HOSPITAL SETTING WHERE I CAN USE MY STRONG WORK ETHIC AND EXPAND MY MEDICAL KNOWLEDGE I HAVE DEVELOPED OVER MY YEARS WORKING IN THE FIELD.

**RELEVANT WORK EXPERIENCE**

**ATRIUM/ INTERNATIONAL SOS,**

**FORT DIX/MCGUIRE AFB, NJ OCTOBER '21- PRESENT**

**PHLEBOTOMIST**

- BLOOD DRAWING AND PROPER SAMPLE LABELING WITH PATIENT INFORMATION.
- PERFORMING LAB TESTS ORDERS FROM PROVIDER.
- PERFORMANCE OF I-STAT AND ABAXIS PICCOLO MACHINE FOR RAPID RESULTS.
- COLLECTION OF SPECIMENS FOR LABORATORY WORK.
- COMFORTING AND REASSURANCE OF PEDIATRIC PATIENTS DURING BLOOD COLLECTION.

**WHITING MEDICAL ASSOCIATES**

**WHITING, NJ AUGUST '18- PRESENT**

**CERTIFIED CLINICAL MEDICAL ASSISTANT**

- RECEIVE AND ESCORT PATIENT TO EXAMINING ROOM AS REQUIRED. TRIAGE PATIENTS AS NECESSARY, OBTAIN ALL MEDICAL, LABORATORY AND X-RAY REPORTS AS INDICATED.
- RECEIVE LABORATORY REPORTS, NOTE ABNORMAL FINDINGS, INFORM PHYSICIANS AND CONTACT PATIENTS REGARDING A FOLLOW UP VISITS TO DISCUSS LABORATORY RESULTS WITH PHYSICIAN.
- REFILL ALL PRESCRIPTIONS REQUESTS ACCORDING TO PHYSICIAN'S INSTRUCTIONS.

**TJH MEDICAL SERVICES**

**JAMAICA, NY JANUARY '08- AUGUST '18**

**MEDICAL ASSISTANT**

- COMPETENTLY TAKE AND RECORD VITAL SIGNS; EKGs AND VENIPUNCTURE, PREPARE PATIENT FOR EXAMINATION; ENSURE THE PATIENT'S COMFORT PRIOR TO PHYSICIAN'S CONSULTATION AND/OR EXAMINATION.
- ASSIST PHYSICIAN DURING EXAMINATION AND MINOR PROCEDURES, IRRIGATIONS, SUTURING, ETC., AS REQUIRED. DISCUSS PATIENT INSTRUCTIONS FOR ANY AMBULATORY PROCEDURE AS DETAILED BY THE PHYSICIAN.
- INFORM AND EXPLAIN PATIENTS ON HOW TO COLLECT SPECIMENS AS 24 HOURS URINE TEST AND STOOL GUINIAK TEST.

- EXPERIENCE PERFORMING NIOXMINO (PULMONARY FUNCTION TEST), PULSE OXIMETER TEST, AND THE SPIROMETRY TEST.
- CALLED UPON TO SERVE AS INTERPRETER FOR SPANISH SPEAKING PATIENTS AND THEIR FAMILIES.

**DR. ERROL F. VIRGO, CARDIOLOGIST/INTERNIST**

**JAMAICA ESTATES, NY JANUARY '05-DECEMBER '07**

**MEDICAL OFFICE ASSISTANT**

- IMPROVED AND UPDATED DICTATION SYSTEM - ECHO, STRESS/ECHO, HOLTER TEST, STRESS TEST.
- PERFORMED VARIOUS TASKS INCLUDING, BUT NOT LIMITED TO; TAKING PATIENT HISTORY, TAKING PATIENT VITALS, PHLEBOTOMY, EKG, ETC.
- PERFORMED LIGHT MEDICAL BILLING AND INSURANCE WORK - CHECKING AUTHORIZATIONS, TAKING CO-PAYS, PROCESSING INSURANCE PAYMENTS, AND CONFIRMING ELIGIBILITY.
- OVERSAW THE ORGANIZATION OF ALL PATIENT RECORDS AND OFFICE FILES, MANAGED INVENTORY OF OFFICE AND MEDICAL SUPPLIES, ANSWERED PATIENTS GENERAL INQUIRIES AND SETTING UP AND CONFIRMING APPOINTMENTS.

**MEDICAL PATHOLOGIST LABORATORY**

**GUAYAQUIL, ECUADOR SEPTEMBER '98 - AUGUST '00**

**MEDICAL OFFICE ASSISTANT**

- MONITORED INVENTORY LEVELS OF ALL OFFICE SUPPLIES AND MEDICAL MATERIALS TO ENSURE THAT THE OFFICE IS PREPARED FOR ANY ONSITE PATIENT CARE NEEDED.
- SCHEDULED AND TRACKING OF APPOINTMENTS IN THE OFFICE DATABASE AND PROCESSED PAYMENTS FROM CLIENTS.
- OVERSAW THE ORGANIZATION OF ALL THE OFFICES RECORDS, INVOICES, AND PATIENT RECORDS.
- ACTED AS GREETER FOR PATIENTS ASSISTING THEM IN BECOMING FAMILIAR WITH PROCEDURES AND COMPLETING ALL NECESSARY FORMS.
- HELPED MAINTAIN A CLEAN AND PRODUCTIVE OFFICE ENVIRONMENT FOR BOTH PATIENTS AND COWORKERS WHILE STREAMLINING OFFICE CALLS.

**EDUCATION**

**LA GUARDIA COMMUNITY COLLEGE, NEW YORK, NY**

SOPHOMORE: NURSING DEAN'S LIST: 2008

**CERTIFICATION AND TECHNICAL SKILLS**

- CPR CERTIFICATION WITH AED
- CERTIFIED EKG TECHNICIAN
- CERTIFIED PHLEBOTOMY TECHNICIAN

- CERTIFIED OFFICE TECHNICIAN
- MEDICAL SPANISH INTERPRETER CERTIFICATION • NEXT GEN (ELECTRONIC MEDICAL RECORDS).