

**OBJECTIVE**

To gain a Medical Assistant position/ Administrative Position/ Customer Service that has growth potential with an organization where I can contribute to the daily operation while processing a positive attitude and showing my dedication a hard work.

**EDUCATION**

United Education Institute, San Diego, CA  
International Academy of English, Fashion Valley, CA  
Hung Vuong High School, Saigon, Vietnam

May 2010 - January 2010  
July 2007- June 2009  
September 2003 - May 2006

**CERTIFICATION & LICENSES**

- Cardiopulmonary resuscitation (CRP) Certified
- The Health Insurance Portability and Accountability Act (HIPAA) Certified
- Occupational Safety and Health Administration (OSHA) Certified

**SKILL & QUALIFICATONS**

- |                     |                       |                          |
|---------------------|-----------------------|--------------------------|
| ● Vitals Signs      | ● Insurance           | ● Customer Service       |
| ● Injections        | ● Authorization       | ● Positive Attitude      |
| ● Venipuncture      | ● Bilingual: English, | ● Loyalty                |
| ● Capillaries       | Vietnamese            | ● Dependable             |
| ● Audiogram         | ● Patient Charting    | ● Microsoft Office Suite |
| ● Electrocardiogram | ● Filing Records      | ● Highly Motivated       |
| ● ICD/ CPT Coding   | ● Policy/ Procedure   |                          |

**WORK EXPERIENCE**

**Sierra Vista Medical Group, General Surgery, 75 Colonia de Salud 100C, Arizona 85635**      2017- Current  
*Lead Medical Assistant*

- Patient care and provider support
- Patient intake, vital, education
- Input injections, medications, immunization
- Coordinate, communication with other specialties, pharmacy, insurance
- Organize, maintain medical record
- Surgery scheduling, insurance verifying, authorization submitting, clearance obtaining
- Sterile procedure prepare, assist
- Instrument sterilization process
- Maintain and order office medical supplies
- Mentor and assist in assimilation of new employees
- Delegation of Clinical Medical Assistant Responsibilities and aid Physicians

**Gastroenterology/ Hepatology, 4141 Fairmount Ave #201, San Diego, CA 92105**      2011- 2017 *Medical*  
*Assistant / Clinical Research Coordinator Assistant*

- Greeting patient, checking eligibility, scheduling appointments / procedures
- Insurance approval, referral, billing
- Chart preparation, and answering phone calls
- Taking vitals , in-office procedure
- Medical supply, office supply
- Clinical research data entry

**Vietnamese Radio Station, San Diego CA 92105**      July 2008 - September 2010  
*Receptionist*

- Meeting and greeting clients
- Contacted and offered to do advertisements
- Recording, editing, and scheduling advertisements, talk shows, announcements.
- Inventory and order radios and products: DVDs, CDs, books, magazines, etc.