**[Customer Service Medical Assistant](https://www.postjobfree.com/resume/adzipi/customer-service-medical-philadelphia-pa)**

**Location:**Philadelphia, PA

**Posted:**September 06, 2023

**Contact Info:**

[mikaylaclark.013@gmail.com](mailto:mikaylaclark.013%40gmail.com?subject=Customer%20Service%20Medical%20Assistant)

[302-893-4347](tel:+1-302-893-4347)

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**Resume:**

Mikayla Clark

969 Rue Madora Dr

Newark, DE, 19701

(302) 893-4347

mikaylaclark.013@gmail.com

SKILLS

Demonstrated intermediate MS Office: Word, Excel, and Powerpoint.

Various POS systems

Demonstrated intermediate EMR/EHR systems: ECW and All Health

EXPERIENCE

ChristianaCare GoHealth Urgent Care, Newark, DE - Medical Assistant

June 2023 - Present

●Provides outstanding customer service ensuring that orders are accurate and professional and friendly interactions are priority.

●Assists customers with delivering menu item information, answers questions and addresses concerns.

●Answers phones to assist customers with new orders, addresses issues and complaints

ScribeAmerica - Medical Scribe for ENT and Allergy of Delaware

February 2023 - May 2023

●Accompany providers during patient visits to assist in documenting the provider assessment and exam.

●Become an expert in how to appropriately document patient history, physical exams, assessments, diagnostic results, medical procedures, treatment plans, and medical opinions of consultants

●Interact with your provider to capture accurate diagnoses, pharmacy prescriptions and patient follow-up instructions

●Assist providers in obtaining lab and radiology results to help guide their patient care

Applebee’s, Christiana, DE - Server, Host, Carside To-Go

April 2021 - August 2022

●Provides outstanding customer service ensuring that orders are accurate and professional and friendly interactions are priority.

●Assists customers with delivering menu item information, answers questions and addresses concerns.

●Answers phones to assist customers with new orders, addresses issues and complaints

Hair World, Bear, DE - Sales Associate

July 2020 - February 2021

●Provided an ongoing friendly customer service

●Answered all questions and concerns of customers

●Helped customers locate products

●Stocked shelves

Food Lion, Newark, DE - Cashier

April 2020 - July 2020

●Provided excellent customer service

●Handled card, cash, and check payments

●Bagged groceries

Chick- Fil-A - Drive Thru

May 2019 - April 2020

●Drive Thru order taker, expeditor, and cashier

●Order accuracy

●Handled card and cash payments

●Demonstrated a positive role, responsibility, and customer service

EDUCATION

University of Maryland Global Campus, Online- Associates Degree

September 2023 - May 2025

Middletown High School, Middletown, DE- Diploma

September 2016 - June 2020

CERTIFICATIONS

Registered Medical Assistant, PhlebotoMe Online Medical Training - National AAH Certification

May 2022

BLS, National CPR Foundation Online

May 2022