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| |  | | --- | | **Blossom Bailey <bailey.blossom@gmail.com>** | | 12/11/16  https://mail.google.com/mail/u/0/images/cleardot.gif |  | **https://mail.google.com/mail/u/0/images/cleardot.gif**  **https://mail.google.com/mail/u/0/images/cleardot.gif** |
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Rose Bailey

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Staffordsville, KY 41256

Home:​ [606-264-7067](tel:(606)%20264-7067)    Cell: [606-496-7000](tel:(606)%20496-7000)

**OBJECTIVES**

Interview with a company that will allow me to utilize my abilities, and hard work ethics with maximum efficiency. And to further help grow the company.

**EDUCATION**

**Big Sandy Community Technical College**

**Computer Communication with a GPA 3.6**

**8 Week Training with**

**Eleven Fifty Academy/Coding**

**CompTA certificate**

**CNA**

**GED**

  **Skill-Set Fact**

  Selected for five mouth internships with Interapt(Coding)

             Great ability to manage time

             Dedicated with a great history of being a part of a winning organization

             Used to hard work ethics and attention to detail

             Accustomed to heavy scheduling

             Effective ability to stay positive with an eagerness to learn and be trained and then to train others

**Selected for five-month internship from more than 1000 applicants for Interapt**

**Course Highlights:**

  HTML,

  JavaScript

  CSS

   IOS

  Bootstrap Programming

   Database Programming

   App Design, using XCode and View Editor.

  Designed and maintained new interfaces, Layout, Site graphics and banners, including Icons and Logos

I am a team player and multitasker. I strive consistently to exceed expectations. While maintaining emphasis on the highest quality, and

excellent detail to all projects until completion, and willing to learn new and better techniques.

**Dr. Caruso Office**

2014-2016

  Office

  Maintained Medical Office

  Extremely motivated and self-driven individual

  Able to engage with patients, identify their needs and wants to get the medical attention needed

  Followed procedures to ensure timely and proper completion of paperwork/files

  Directed phone calls

  Ability to multitask

  Handled patient complaints reasonably, showing empathy with a positive attitude

**Albaree Health Care / Salyersville KY**

***Worked as a MA*** **for a year**​   09/05/2013 – 09/16/2014​

Obtaining and recording information for both new and established patients

**SKILLS**

• PFT

• Administering medication via nebulizer machine

• Audiometry

• Tympanogram

• Visual Acuity (Snellen eye chart)

• EKG

• Delivering wound care

• Obtaining vital signs

• Knowledge of medical terms

• Have been trained to give I.M, S.Q and I.D injections

• Administered Medication per Dr. orders

• Skilled in office organization and computer procedures

• eClinical

• Microsoft office software

• Microsoft word and Outlook

• Office Equipment Operations

**Alpine Access/Sprint 06/2012-08/2012​**

**Customer Service**

Duties were to collect on past due accounts, process credit card payments and set up payment arrangements. Communicate to the customer in a friendly and professional manner, while resolving any financial concerns or needs they may have.

**Convergys/Amazon** **10/2011-03/2012​**

**Customer Service**

The job duties were answer incoming calls, offering excellent customer service in a pleasant and professional manner. To show empathy and take care of the customer concerns or issues. Making sure every customer knew they were valued.