**Shondrika Monique Miller**

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**Objective** To obtain a position in the field of any job opportunity that would provide quality experience and more knowledge in any health care environment assessing those in needs.

**Education Delta College Lafayette, La**.

**Certified Medical Assistant**

GPA: Cum. 3.8 Graduated Magna cum Laude

Certifications and Qualifications: CMA, Phlebotomy, CPR & First-Aid Certified, EKG Technician. I have worked as a Certified Nursing Assistant, Certified Medical Assistant, and Phlebotomist previously.

**University of Louisiana at Lafayette Lafayette, La.**

**BS in Behavioral Science**

**Minor in Art & Humanities**

GPA: Cum. 2.65 Expected Graduation: May 2014

**Experience**

08/10 – Present **Regional Medical Center of Acadiana Lafayette, La**

*Unit Secretary/Med/Surg. floor*

Maintain a positive attitude with all patients regarding complaints and dissatisfactions

Answer all calls and transfers

File, Fax, and manage paperwork in charts

Maintain and restock inventory

Maintain a positive attitude with all nurses regarding patients and their care

Highly-efficient in Customer Service/Patient and Doctor Fulfillments

02/08 – 08/10 **Lourdes Blood Center Lafayette, La**

*Phlebotomist*

Draw Blood Specimens

Triage & Assess prospect donors

Maintain and use In-house Lab

File, Fax, and make appointments for Platelet donations

Maintain a positive attitude with all donors regarding complaints and dissatisfactions

Highly-efficient in Customer service/Customer fulfillment

07/09 - 09/09 **Moore Healthcare Group Lafayette, La**

*Certified Medical Assistant/Internship*

Assist physician with procedures

Draw blood specimens

Triage New Patients

File, Fax, and manage paperwork concerning all medical preferences

**Activities**

The National Scholars Honor Society, 10/05–present

**Skills**  8+ years’ experience in Microsoft Office Suite Programs, Customer Satisfaction, Quick and efficient in problem solving, Ability to multitask multiple objectives at a time, have skills to connect with all types of people.

**References Available Upon Request**