

Shannon David

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OBJECTIVE

To strengthen my professional skills in a workplace with a positive team.

EXPERIENCE

Fixing Feet Institute, Surprise, AZ – Medical Assistant

03/2019 - Present

- Excellent communication with patients, coworkers, and providers
- Scan documents, enter patient data, perform vital signs, enter history
- Reliable, team oriented multitasker who enjoys helping patients by enhancing their experience
- Escorts patients to exam rooms. Directs patient flow for maximum efficiency
- EMR systems knowledge
- MLS Laser Therapy knowledge
- Social Media assistant
- Assisting doctor with procedure
- HIPAA and OSHA knowledge

TGF Hair Salon, The Woodlands, TX — Receptionist

01/2010 - 9/2010

- Kept reception area clean and neat to give visitors a positive impression of the company
- Provided clerical support to company employees, including copying, faxing and file management
- Assisted the front desk by answering phone calls, taking appointments and checking clients in
- Handled guest complaints calmly and professionally
- Carefully maintained financial filing system
- Promoted salon-exclusive products to increase retail sales

Public Health Services, Mangilao, GU — Immunization Data Entry Receptionist

09/2007 - 05/2009

- Prepared the clinic before opening (restocked needles, syringes, and Vaccines Information Sheet)
- Determined patients' need for vaccination with assistance by a registered nurse, licensed vocational nurse, or nurse practitioner
- Organized forms, made photocopies, filed records
- Entered numerical data into databases in a timely and accurate manner
- Located, checked-in, and pulled IZ records for appointments and incomplete patient charts
- Provided educational documents and pamphlets to patients

SKILLS

*customer service-oriented
team player
organized
multi-tasker
creative
compassionate
highly-motivated
Committed
Social Media manager*

EDUCATION & COURSEWORK

Penn Foster Career School, Scranton, PA — Early Childhood Education Coursework

09/2016 - 05/2017

George Washington High School, Mangilao, GU — High School Degree

05/2007

LICENSES

Remington College, Houston, TX — Cosmetology License

09/2010

Valid Arizona DPS Fingerprint Clearance Card

