

ALICIA JONES

(702)786-9521 | Tajones2686@gmail.com

My goal as an experienced and knowledge driven medical assistant is to provide outstanding clinical and administrative expertise alongside a diverse professional background and commitment to ensure optimal patient standard of care in a medical practice that values loyalty and respect for all aspects of the medical profession.

TECHNICAL SKILLS

- EMR software knowledgeable, 45pm, proficient in all standard computer software programs.
- LABS: proper collection of specimens as well as clinical testing ie. ECG, Phlebotomy, Urinalysis, Infectious diseases kit testing.
- Administration of patient medication via oral, nebulizer, injections ie. intramuscular, intravenous and subcutaneous as well as proper vaccine injection procedures.
- Fast response in emergency, stressful and high volume environments.
- Exemplary at processing and conveying information to better assist my team as well as the patients.

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant- 2016-2019

Methodical Management, Manhattan, New York

- Provided specialized administrative support for international clients as well as all executive staff.
- Utilized algorithms and best travel practices to optimize travel experience and scheduling.
- Prepared and modified documents including invoices, correspondence, reports, drafts, PowerPoint presentations, memos and high priority emails.
- Client Liaison in person as well as in telecommunications.

Medical Assistant- 2013-2016

Regional Medical Associates, Pembroke Pines, Florida

- Improved office productivity by providing exceptional time management skills during peak hours of operation.
- Attentively assisted physicians to make sure all equipment was sanitized and procedure rooms were stocked according to the physician's preference and OSHA standards.
- Optimized patient care by ensuring accurate annotation in patients' EMR charts.
- Reinforced patients' information protection by following HIPPA laws.
- Enhanced overall safety by maintaining compliance with OSHA regulations as well as office safety guidelines.

Medical Assistant

Gastro Diagnostic Center, Pembroke Pines, Florida

- Triageed and provided care at times to up to 50 patients per shift and providing care for pre-procedures by checking vital signs, glucose testing, urine analysis and proper equipment placement of ECG leads, blood pressure cuff and SO2.
- Responsible for ordering and re-stocking medical supplies, as well as for the sanitation of procedure rooms.
- Post procedure: monitored snapshots and responded appropriately to the physical and emotional needs of patients after anaesthesia using the Aldrete scoring method

EDUCATION AND CERTIFICATIONS

Highschool Diploma	Heidelberg HighSchool Germany	2005
Medical Assistant Diploma	Fortis College, Fort Lauderdale Florida	2013
CPR/AED	American Red Cross, Chatham New Jersey	2017
National Registration	American Medical Technologists RMA National Certification	2018