COURTNEY BURTON

725-206-8390 courtneyburton41@gmail.com

**SUMMARY**

I am looking forward to a new career opportunity to continue to learn and grow professionally. Although I am a fast learner, I still love to challenge myself. I am looking forward to a new career opportunity with a company that I can grow with and tolerates only integrity, dignity, professionalism and success.

**PROFESSIONAL SKILLS & QUALIFICATIONS**

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| --- | --- | --- |
| Patient Rooming & Triaging | Healthcare/ Care Giving Experience | Strong Background in Medical Terminology |
| Chief Complaints & Medical History | Suture, Suture Removal & Wound care | Background in pharmacology |
| Manual Vital Signs | Phlebotomy (multiple tube draws) | Front Office / Scheduling & Phones |
| Electronic Health Records | Ear / Eye Lavage | HIPAA, CLIA & OSHA Regulations |
| TB, U/A, UPT, Mono & Strep Testing | EKG’s / Sed Rates | Excellent Patient & Customer Service Skills |

**EDUCATION**

**Medical Assistant Program**

Northwest Career College | Las Vegas, NV Graduation April 2019

* 3.29 GPA -Honors Distinction
* Participated in depth preparation for National Certification Exams

**CERTIFICATIONS**

**Registered Medical Assistant**

American Medical Technologists AMT ID: 2870043

**CPR/BLS Certified**

American Heart Association

**WORK EXPERIENCE**

**Production Lead| Silver Sage Wellness -** Las Vegas, NV March 2020 - Present

**Front/Back Office Medical Assistant | Personal Medical Care/ Las Vegas Vein -** Las Vegas, NV Jan 2019- June 2019

**Stock Associate | Skechers -** Henderson, NV May 2018 - Aug 2018

**Personal Assistant| American Income Life -** Las Vegas, NV Feb. 2018 - Apr 2018

**Cashier/Customer Service Representative | Kohl’s**  - Las Vegas, NV Sept 2017 – Jan 2018

**Student Affairs Team Representative | College of Southern Nevada –** Las Vegas, NV May 2017 – Oct 2017

**Site Leader | City of Henderson –** Henderson, NV Dec 2015 – April 2017

**Cashiers | DD’s Discount –** Las Vegas, NV Aug 2015 – Oct 2015

**Sales Associate | Old Navy –** Las Vegas, NV June 2013 – Sept 2014

REFERENCES AVAILABLE UPON REQUEST