Marvette titus

510-292-8771

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Highly motivated i.t professional with a medical background and great problem solving skills, Thoroughly enjoy assisting others.

**EXPERIENCE**

**JAN. 2009 - SEPT. 2016**

**CERTIFIED MEDICAL ASSISTANT,** UNIVERSITY BERKELEY CALIFORNIA

Responsibilities included scheduling appointments, answering phone,

Injections, taking vital signs, rooming patients and filing and

Maintaining Electronic Medical Records.

**SEPT. 2016 – CURRENT**

**CERTIFIED MEDICAL ASSISTANT,** SUTTER EAST BAY

Responsibilities included answering phones, messaging patients,

Rooming patients, taking vital signs, Injections.

**EDUCATION**

**Dec. 2008**

**CERTIFIED MEDICAL ASSISTANT,** MERRITT COLLEGE

**Jan. 2019**

**IT TECHNICIAN,** UNITEK COLLEGE

Course included:

|  |  |
| --- | --- |
| * PC Hardware * Ipv4 and Ipv6 * Security * MS Word | * Win10, Server 2016 * Troubleshooting * MS Excel * MS Powerpoint |

**RELATED EXPERIENCE**

**Nov. 2019**

**IT TECHNICIAN,** BAY COMPUTING GROUP

Responsibilities included installing and configuring computer hardware, Providing technical support remotely, repairing and replacing equipment and setting up computers for new users.

**SKILLS**

Interpersonal Skills Great Customer service skills

Detailed Oriented Problem solving

Networking PC repair