12310 W Cameron CRT., El Mirage, AZ 85335 Mobile: (760) 267-7388 DOB: 06/16/1997

Objective:

Looking for a position at an organization with a high reputation and service driven atmosphere, where I can fully utilize my professional and practical experiences.

Employment Experience

08/2021-Present Medical Assistant at Total Women Wellness Center, Miami, Florida. Experience

involve Using computer applications. Answering telephones and scheduling appointments. Welcoming patients. Taking and record patients vital signs and medical histories. Preparing patients for examinations. Assisting physician

during examination. 40 hours per week.

Education

04/06/2020-07/25/2021 Bachelor of Science in Psychology, Grand Canyon University, Phoenix,

Arizona

06/03/2019-12/18/2020 Associate Degree for Transfer (ADT), Barstow Community College, Barstow,

California

08/2018-02/2019 Associate Degree for Transfer, UMGC, Largo, Maryland

Military Experience

2021-Present United States Reserve Army

2017-2021 United States Regular Army

Military Job Experience

02/21/2018-Present 91B Wheeled Vehicle Mechanic

Summary:

Hardworking, service-oriented, and highly motivated worker. Dedicated to always do my very best in helping my teammates and my organization to achieve the best. Excellent reputation of being a team player quick learner, innovative and has the ability to adapt to challenges; able to work in a fast-paced environments; work well with others, and organization and prioritizing tasks.

References:

Claudia, Porter

Phone number: (561) 667-3602.

Email: <u>C.porter37@yahoo.com</u>