

## Objective

Bilingual RN seeking part-time or per diem clinic or office position. Reliable worker with the ability to quickly learn new concepts and skills. Backed by a solid work history with previous clinic experience; reputation as a team player and passion for helping others. CPR/BLS certified.

## Skills

Graduate of a 1200 hour training program Nationally.

## Work Experience

### Senior Medical Assistant/Director

**ABC Corporation** - July 2006 – August 2007

- In charged of 20 junior personnel at the clinic.
- Oversaw proper care of all patients in all sections of the clinic.
- Provided formal evaluations for all personnel.
- In charged of daily scheduled assignments as well as duty assignments.
- In charged of staff education and compliance to JACHO standards.
- Ensured patients were checked in for appointments, ensuring vital signs and paperwork were completed.
- Assisted physician with well woman exams, and minor procedures such as colposcopies, and vasectomies.

### Senior Medical Assistant

**Delta Corporation** - 2003 – 2006

- Room patients, vitals, data entry into EMR.
- Assist with minor procedures, injections, ekg, patient education, prescriptions, insurance verification, referrals and blood draws.
- All duties of staff medical assistant.
- Supervise and train new hires to the company in.
- Oversee ordering of site medical supplies, and completion of site lab logs.
- Responsible for maintenance of site lab in accordance with all applicable state and city guidelines.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Associates in Nursing - (El Centro College)