**Denise Ballard**

Aspiring Medical Administrative Assistant Professional

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Apt 105

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**Summary Statement**

Seeking a position as a Medical Administrative Assistant with a growing organization to make a positive impact on revenues, and experience long term career growth. Opportunity leading to eventual. A very personable and professional that is used to working a fast paced environment and also open to new challenges and opportunities. Enjoy being part of a dynamic team and working with others as well working independently.

**Skills**

• Quick Learner

• Experienced and comfortable working in a fast paced environment

• Accustomed to remaining calm in hectic situations

• Strong oral and written communication skills

• Leadership abilities

• Highly dependable

**Work Section**

**Presbyterian Homes – Roseville, MN October 2015 – Present**

**Housekeeping Services Assistant**

• Wash and Fold Laundry

• Clean rooms to patient’s satisfaction

• Carrying out all other reasonable requests by management.

**Golden Choice Home Care – Roseville, MN June 2015 – Present**

**Personal Care Assistant**

• Assist with mediation

• Grooming patient

• Assist in eating and meal preparation

• Accompanying to appointments

• Cleans and laundry in home