Objective

*To obtain a full time position where I can utilize my administrative and communication skills, as well as my experience to make a positive contribution to the company.*

Profile

A well organized, self-motivated individual with the ability to work as part of a team or on own initiative as required. Computer literate with knowledge of a range of software applications, including Word and Excel, and willing to undertake further training. I have excellent customer service skills which were put to good use working in the retail sector. Enjoyed meeting the challenges of a high stress work environment and successful maintained an efficient and effective reception service.

Honest and hardworking, I always give 100% to any task undertaken, and being confident, friendly and outgoing gives me, I feel, the qualities you require and I am sure I would be an asset to any company.

Computer Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Word * Excel * PowerPoint | * Access * Publisher * Internet Explorer | * Outlook * Adobe Photoshop * Electronic Health Records |  | * Adobe Photoshop |

Office Skills

|  |  |  |
| --- | --- | --- |
| * Telephone & Front Desk Receptionist * Customer Service * Filling | * Reports & Spreadsheets * Complaint Handling * Ability to Multi-task | * Data Entry (73 WPM) * 10 Key Calculator * Great grammar& spelling |

Employment History

**interim healthcare – pARK NICOLLET CLINIC**

st. louis park, MN

JUNE 2015 –Currently Employed

|  |  |
| --- | --- |
| * Interview patients to obtain medical information and measure their vital signs, weight, and height. * Prepare and administer medications as directed by a physician. * Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. * Clean and sterilize instruments and dispose of contaminated supplies. * Authorize drug refills and provide prescription information to pharmacies. * Perform general office duties such as making telephone calls, and answering telephone calls.   **Fairview Clinic - Externship**  Minneapolis, Mn  September 2014 - December 2014   * Rooming and recording patient's medical history and vital signs * Assisting with lab duties and procedures all while gaining invaluable experience learning all aspects of the lab * Sterilize medical instruments * Take electrocardiograms * Remove sutures and change dressings * Administrative duties |  |

Volunteer

**Farmer’s Market– FARMER**

Saint Paul, MN

June 2007 – Seasonal

* Unloading & Loading produce
* Customer Services
* Cashier

Education

Rasmussen College – BLAINE, MN

Medical Assisting Certificate, 2014 GPA: 3.80/4.0

St. Paul Technical college – SAINT PAUL, MN  
Medical Receptionist Certificate, 2011 GPA: 3.25/4.0