

Alexandria Crawford

Independent contractor

Detroit, MI 48221

miaalex93834_47f@indeedemail.com

+1 313 910 9285

- Seeking a suitable position with a healthcare provider that offers career advancement and provides a competitive salary.
- Competent and capable Medical Assistant possessing extensive clinical and administrative experience within a modern health care setting.
- Reliable in helping patients by providing them with information, services, and assistance.
- Confident in my ability to demonstrate competency and professional responsibility within a pressurized and demanding role.
- Authorized to work in the US for any employer.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Authorized to work in the US for any employer

Work Experience

Independent Contractor/Delivery Driver

April 2020 to Present

House Cleaner

Care.com

April 2015 to Present

Having the responsibility of maintaining beautiful homes. My tasks included Vacuuming, mopping, dusting, laundry (often), making beds, organizing, refrigerator clean out and sanitizing all while using the best cleaning products that are safe for children, elders and pets.

Caregiver

Reeds homecare services

Present

Companionship

Assisting with bathroom duties fall prevention

Cleaning bathrooms

Cleaning the kitchen

Mopping

Dusting

Organizing

Medical Assistant

Beaumont Hospital

Michigan healthcare professionals (cancer center) - Royal Oak, MI

March 2017 to August 2017

Accessing ports

Vital signs such as height, weight, blood pressure, temperature and oxygen levels

Administering injections (Deltoid,subcutaneous and intramuscular)

Venipuncture (with straight and or butterfly needle)

Ekg's

Charting patients medical history

Making Follow up calls to patients

Assisting with toileting

Transporting patients to other offices in the hospital and to their transportation

Assisting with pulse ox

Assisting patients with walkers, canes and wheelchairs

Entering patients information into the computer for doctors such as medications, referrals and other orders for the doctor

Cleaning exam rooms and restrooms

Medical Assistant

University Pain Clinic - Detroit, MI

November 2016 to January 2017

- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, hematology, urinalysis and sigmoidoscopies).
- Maintained compliance with HIPAA, CLIA and OSHA regulations; improved patient care/satisfaction
- Responsible for completing forms, making patients appointments and maintaining inventory of stock.
- Disposal of contaminated supplies; removal of patients IV's; blood drawing procedures.
- Responding to any emergency situations that may arise.
- Scheduling hospital and surgery for patients
- Follow up patient care via telephone to provide needed direction and advice as it relates to their recovery.
- Inputting information in medical records- keeping systems medical charting
- Assisting ambulatory patients and non-ambulatory patients.
- Assisting physicians with procedures and providing detailed explanations of procedures to patients.
- Injections and Immunizations • Office operations • Administration • Writing (correspondence billing and bookkeeping) that allowed doctors and nursing staff to focus on the health concerns of their patients.
- Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Reacted calmly and effectively in emergency situations, adding a personal & caring touch immediately putting patients at ease.

Education

Associate in Medical

Everest Institute - Southfield, MI

February 2016 to February 2017

Associate

Old Redford Academy High School Detroit - Detroit, MI

September 2008 to May 2011

Skills

- EMR systems
- Front desk
- Medical office experience
- Patient care
- Phlebotomy
- Experience administering injections
- Cleaning
- Vital signs
- Venipuncture
- Blood sampling
- Residential cleaning

Certifications and Licenses

Certified Medical Assistant (CMA) CPR/First Aid driver's license