**MICHAEL MARTINEZ**

1030 Swallow Dr. Vista CA 92083 Ph.(760) 681-8616∙Email: martinez.michael02@gmail.com

Bi-lingual Spanish/English medical professional seeking an opportunity to utilize my knowledge and skills and make a positive difference.

**Education**

**Kaplan College**—Vista, CA Nov’ 2013—Feb’ 2015

X-Ray Technician / Back Office Medical Assistant Diploma Program

**Skills**

Bilingual in English and Spanish.

CPR Certified

Vital Signs

Injections

Leadership Skills

Organizational skills

Team Player

Fast Learner

Microsoft Office Programs

Multi-tasker

Customer Service

HTML5

CSS3

JavaScript

**Professional Experience**

**Rickards Chiropractic**—Escondido, CA 250 Hours

*X-RAY/MA Extern*

Rooming patients, answer phones and call to confirm appointments.

**Dunnum Occupational Care**—La Jolla, CA 300 Hours

*X-RAY/MA Extern*

Rooming patients, Drug screens, ECG, vision exams, height, weight, vital signs, assist in minor surgery, answer phones and call to confirm appointments.

**Oasis MD**—San Diego, CA 150 Hours

*X-RAY/MA Extern*

Rooming patients and answering phones.

**Coastal Care Urgent Care** – Laguna Hills, CA 100 Hours

Rooming patients, Drug screens, ECG, breathing treatments, height, weight, vital signs and answer phones.

**Vista Community Clinic**—Vista, CA

2015 2015 – Present

Medical Assistant and Optometry Technician

**Western CNC**—Vista, CA 2011 – August 2014

Machine Operator

Responsible for making golf parts with set production goals for the day.

**Rancho Vista Retirement**—Vista, CA 2009–2011

Dietary Specialist

Loading, unloading food carts, answering phones, verifying orders, preparation of meals for breakfast, lunch and dinner. Ensure satisfaction of residence and assist with orders, diet aide supervisor.