

MEDICAL ASSISTANT/ SURGICAL ASSISTANT MEDICAL ASSISTANT/ SURGICAL ASSISTANT  
MEDICAL ASSISTANT/ SURGICAL ASSISTANT - GYN ASSOCIATES Herndon, VA Diligent,  
hardworking, enthusiastic pre-med student looking for any opportunities to work and be familiarized  
with the medical environment that allows me to contribute my passion to serve the community while  
gaining valuable experience and growth as a medical professional. Work Experience MEDICAL  
ASSISTANT/ SURGICAL ASSISTANT GYN ASSOCIATES - Fairfax, VA June 2019 to Present  
22033 ? Contact person: Lisa Franklin, Practice Manager ? Contact info: Cell: (703) 264-7801 or  
Email: lfranklin@fairridgeOBGYN.com ? Approximate work hours: 40 hours/ week Responsibilities:  
I am taking medical histories, explaining treatment procedures to patients, preparing patients for  
examination, assisting the physicians during exams, collecting and preparing laboratory specimens,  
triage nurse, answering phone calls and instructing patients about medication and special diets,  
transmitting prescription refills and much more. MEDICAL ASSISTANT RESTON BREAST CARE  
SPECIALISTS - Reston, VA February 2019 to June 2019 20190 ? Contact person: Travis Johnson,  
Practice Manager ? Contact info: Cell: (703) 435-4320 or Email:  
travis.johnson@HCAhealthcare.com ? Approximate work hours: 40 hours/ week Responsibilities: I  
have had an incredible opportunity to be working as a medical assistant for two top Washington  
Doctors - Elizabeth Denise Feldman, MD and Bridget Oppong, MD. My job as a Medical Assistant  
includes rooming patients, taking vitals, taking specimens, assisting doctors with procedures,  
entering patients into EMR, assisting with front desk when needed, and other duties as assigned. I  
am responsible for completing and prepping comprehensively of Dr. Elizabeth Feldman's patients'  
charts/notes. Medical Scribe/Medical Assistant UNIVERSITY PHYSICIANS GROUP -  
Charlottesville, VA November 2018 to January 2019 ? Contact person: Daniel Griffith, MBA ?  
Contact info: Cell: (434) 924-2312 or Email: DAG8J@hscmail.mcc.virginia.edu ? Approximate work  
hours: 40 hours/ week ? Responsibilities: I have had an incredible opportunity to be working as a  
medical scribe and assistant for UVA Emergency Department and Pediatric Department. My job as  
a scribe includes shadowing resident physicians and attending physicians and completing all  
documentation tasks through real time, on-site medical transcription. I am responsible for ensuring

thoroughness of medical documentation, coordination, and integration. Besides assisting doctors with procedures and entering patients into EMR, I also help with front desk when needed and complete other duties as assigned

**CERTIFIED NURSE ASSISTANT PATIENT CARE AID** April 2018 to December 2018  
**VISITING ANGELS** ? Address: 195 Riverbend Dr #3, Charlottesville ? Contact person: Amanda Green, Director of Human Resources & Client Services ? Contact info: Cell: (434) 227-5917 or Email: Amanda.Dean@FCAngels.com ? Certified Nurse Assistant and Basic Life Support (Registered with Commonwealth of Virginia Department of Health Professions) o ID Number: 1401194391 o Expire date: 08/31/2020 ? Approximate work hour: 30 hours/ week ? Responsibility: Provide basic nursing care to patients and residents within the scope of the nursing assistant responsibilities and performs basic nursing procedures under the direction of the licensed nurse supervisor. Measure vital signs such as temperature, respiration and blood pressure in accordance with the appropriate plan of care established for the patient. Perform specific patient care tasks as assigned, which may include: Activities of Daily Living.

**CAMPUS AMBASSADOR AND NETWORK ADMINISTRATOR** NORTHERN VIRGINIA COLLEGE - Sterling, VA March 2015 to June 2016 20164 ? Supervisor: Tiffany Laing, Student Life Coordinator ? Contact info: 517-243-0223 ? Responsibility: Promote NOVA college in an appealing manner to current and prospective customers. Suggest new marketing ideas. Provide campus information and campus tours. Give general mentoring and peer guidance to prospective students.

**CERTIFIED PHARMACY TECHNICIAN** CVS PHARMACY - Leesburg, VA October 2014 to July 2015 20176 2 ? Contact person: Josh Prozeralik, Pharmacy Manager ? Contact info: (410) 419-5101 ? Certified Pharmacy Technician (Registered with the Virginia Board of Pharmacy) ? Approximate work hours: 40 hours/ week ? Responsibility: Assist pharmacists, healthcare providers and patients in filling prescriptions and billing insurance accurately; train new technicians for the entire assigned district; perform excellent customer service over the phone and in person; maintain inventory, supply, record keeping. Promote wellness program for senior customers, smoking cessation aids along with other available programs offered in the pharmacy; assist in-store patients in obtaining online information related to OTC supplements and medication; act as a gateway of communication between

pharmacists and customers; promote and conduct yearly flu vaccine clinic to the local community.

Education Bachelor of Science degree in Biology in Pre-medicine University of Virginia Bachelor's in

Biology UVA - Charlottesville, VA Undergraduate Teaching Assistant PROFESSIONAL CAREER

INSTITUTE OF VIRGINIA Skills EMR, Patient Care, Injections, Epic, Vital Signs

Name: Nicole Chavez

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