**Michelle Johnson**

*4346 NE 69th Ave. Portland, OR 97218*

*(503) 308-3764*

*Miss.shell12@gmail.com*

Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude. -Thomas Jefferson

Passionate work ethic

Innovative problem solving

Independent Self-Starter

Compartmentalized

Open Minded

Natural leader

Effective Motivator

Team Oriented

Positive demeanor

Enthusiastic

Dynamic communication skills

Balanced

**Professional Employment**

*Medical Assistant*

**Urologic Consultants, Portland OR** (August 2010 – September 2011)

* Assist 6 doctors and 1 PA
* Create/Design procedure manual
* Phlebotomy
* Microscopic lab work
* Patient correspondence
* Scheduling
* Ultrasound Tech
* Procedure/Surgery Assistant

*Assistant Buyer*

**WW Metal Fab, Milwaukie OR** (January 2010 – July 2010)

* Negotiate vendor contracts
* Vendor sourcing
* Inventory management
* Material scheduling

*Document Coordinator*

**WW Metal Fab, Milwaukie OR** (October 2008 – December 2009)

* Productivity tracking by department
* Time study analysis
* Assisted sales department w/ presentations
* Document retention program
* QC analysis
* Injury review team

*Reception/Sales/Cosmetic Consultant*

**Coastal Dermatology, Camarillo CA** (March 2007 – September 2008)

* Scheduling
* Inventory Management
* Patient procedure counseling
* Inventory/Procedure sales

*Medical Assistant/Surgical Coordinator/Office Mgr.*

**Women’s Cancer Center, Ventura CA** (January 2006 – February 2007)

* In-office scheduling
* Surgical scheduling/coordination
* Inventory
* Payroll Management
* Medical assistant
* 2 direct reports

*Medical Assistant*

**Cardiology Associates, Ventura CA** (February 2004 – December 2005)

* Assist 5 doctors and 1 RN
* Phlebotomy
* Echo Tech
* EKG Tech
* Stress Echo Tech

**Degrees/Certificates**

Associates Degree Ventura County Community College (2006)

Microsoft Excel 2007 (Level 4 – Expert) New Horizons, Beaverton OR (2009)