Mandy l. Aguilar

11545 SE Taylor St Portland, OR 97216

cell: 503-839-6549 Mandyaguilar27@yahoo.com

**SUMMARY OF QUALIFICATIONS**

I am a skilled, versatile professional possessing a working knowledge in areas that would be beneficial to your needs. I am a quick learner, very flexible, and proficient in challenging fast-paced environments with diverse clientele. Your workforce will benefit from my self-motivation and team-player capabilities.

Education & Certifications

Parkrose High School Portland, OR Graduated 1998

Carrington Collage Portland, OR

AAMA Accredited Medical Assisting Graduated 2011

Anatomy & Physiology Keyboard 55 WPM **Ten Key by touch** Taking EKGs

Medical Terminology CPR Certified Urinalysis **Multi-line phone**

ICD and CPT Codes Customer Service Pharmacology Vital Signs

HCT/HGB HIPAA Certificate **Microsoft Excel** Injections Microsoft Word Instrument SterilizationWBC/RBC Phlebotomy

Experience

**Family Medical Group** Portland, OR May 2011- July 2011

Customer service/Billing: I called insurance companies to get status of claim. Getting and explaining EOB to patients, I also filed, organized patient charts, answered phones, schedules patients, helped with billing questions.

**Active Tele source**  Milwaukie, OR Aug 2010- Mar 2011

Customer service Associate: I answered calls and help customers with payments, questions and concerns with their credit card accounts.

**Pacific Interpreters** Portland, OR                 April 2009- May 2010

         Customer Service Associate: I answered call from client that needed interpreters for their patients and customers.

**Pacific Living Center**                        Grants Pass, OR            Nov 2007- March 2009

         Care Giver: I helped residents with their daily needs.

**AVP**                                                 Salem, OR                     May 2007- Oct 2007

         Office assistant/Valet: I help in the office with reports for the valet service. I also help clients with parking and retrieving their vehicles.

**Continental Medical Supply**             Salem, OR                     Oct 2006- April 2007

         Office Manager: I helped with the daily office duties, answering the phone, calling doctors, getting medical supplies for customers.

**Wachovia**                                          Salem, OR                     Feb 2005- Sept 2006

         Customer Service Representative: I answered phone calls from customer that had questions and concerns about their IRA/Brokerage accounts.

References-

Lisa Krantz Administrator 503-288-0083

Lotus Smith Desk Service Coordinator 503-856-4574

Angie Aguilar Senior Administrator Specialist 503-740-1801