Mykel Lester

(509) 823-5681

Dear Hiring Manager:

I am searching for an opportunity a Medical Assistant/ /Medical Receptionist with your office. My work experience, education, and dedication, as a service focused professional make me the ideal candidate for this position. I attended Medical Assistant courses at Allied Health Institute; prior to graduation in October 2010 I completed 300 hours of externship in a busy, multi-program clinic. I have gained a great understanding and experience through my education and excelled in the classroom in addition to the clinical environment.

I currently live in Washington, but able to come to any scheduled meetings and relocate as needed with job offer.

I am an active member of the Washington State Society of Medical Assistants (WSSMA), and am certified with the American Heart Association (AHA) BLS/CPR and first aid. I am preparing to receive my certification and a membership in the American Medical Technologist.

Please find attached my resume, for your review. I look forward to hearing from you in the near future.

Thank you for your consideration,

Mykel Lester

**Mykel Lester**

(509) 823-5681

[mykelschroeder@yahoo.com](mailto:mykelschroeder@yahoo.com)

**SUMMARY OF QUALIFICATIONS**

Professional highly qualified Medical Assistant/Medical Receptionist with BLS/CPR and first aid certified through The American Heart Association (AHA). Testing for National Certification, American Medical Technologist (AMT) in February 2011. Member of Washington State Society of Medical Assistants (WSSMA).

**PROFESSIONAL EXPERIENCE**

Central Washington Sleep Diagnostic Center, Wenatchee, WA 2010-2011

Polysomnographic Technician (Sleep Technician)

* Explain testing procedures to patients, educate, answering questions and reassuring patients as needed.
* Perform slandered 10/20 hook-up on patient by measure patients body parts and mark locations where electrodes and sensors are to be placed.
* Perform various types of sleep studies depending on patient’s needs, physician’s orders and procedures.
* Operates closed circuit television camera, microphone, PAP machines, polysomnograph equipment to record electrical activity of brain waves and other physiological variables.
* Studied characteristics of completed polysomnogram tracings and summarizes data showing stages of sleep, abnormal breathing events, periodic leg movements, arrhythmias, and other information, applying knowledge of polysomnograph testing principles.
* Enter data into computer and writes report incorporating patient's medical history, completed patient questionnaires, previous and current polysomnogram information, presence and type of abnormality, and other information for analysis by physician or other health professional.

Sageview Family Care, Quincy, WA 2010-2010

Externship Medical Assistant

* Externship of 300 hours developing skills.
* Record patient‘s medical history, medications, vital signs, and prepare patients for various exams.
* Prepared laboratory/radiography requisitions, medical insurance/Labor and Industry referrals/authorizations, dictations, patient progress notes, scheduled various appointments on behalf of patient, and contacted patient for practitioners.
* Routinely uses office equipment; fax, copier, switch board, computer including all Word programs including Excel, medical facility databases, and ten-key calculator.

Betaseed, Moses Lake, WA 2008-2009

Environmental Research Assistant

* Used principal, theories, of science and mathematics to assist in research, development, improve product, and genealogy of sugar beet seeds.
* Set up data collection, managed databases, data entry, and data analysis, creating data tables and preparing reports.

Safeway, Ephrata, WA 2006-2008

Seafood Department Manager

* Customer service, greeting, assisting, and responding to customers inquires and complaints.
* Hired, scheduled, supervised, and trained employees in store policies, COOL regulations, department procedures, and job duties.

**EDUCATION**

2010 Allied Health Institute, Ft. Lauderdale, FL

Medical Assistant Certification

1998 Mercer Island High School, Mercer Island, WA

High School Diploma

**MEMBERSHIPS**

The American Heart Association

Member of Washington State Society of Medical Assistants