Margo Boatright

10765 Butner Rd. Apt. 21

Portland Oregon 97225

650-703-3371 cell

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**Objective:** To utilize my experience and education as a Receptionist. Move in my field of study and seek and keep employment when finished with my degree in Business Management.

**Education:** College America Flagstaff, AZ Expected Grad. 08/12

**Associates Degree in Medical Specialties and Business Management**

Relevant Courses:

* Vital Signs & Emergencies
* Sociology
* Critically thinking
* Computer technology
* Medical Clinical Reception
* Business Management

**Experience:** Pro Demo Works

Product Demonstrator Flagstaff Az. 10-2010/01-2011

* Promoted products to customers
* Provided customer service
* Kept station area clean and sanitary

Cross mark

Team Lead Demonstrator Walla Walla, WA 11-09/04-10

* Promoted products to customers
* Provided customer service
* Kept station area clean and sanitary
* Responsible for other team members, inspected demos

Caregiver/CNA Kingman, AZ 09-04/11-09

Yates Family

* Assisted client with activities of daily living skills
* Fed, bathed, clothed, household chores
* Kept client safe
* Range of motion/exercising

Medical Receptionist Louisville, KY 02-03/09-04

First Choice Medical

* Answered phones, filed patient charts, faxed
* Scheduled appointments
* Received insurance verification and referrals
* Assisted in patients rooms with medical staff
* Scheduled appointments, took vitals, brought patients to room

**Awards, Certifications, Volunteer Work:**

**Associates in Business Management degree 2012**

Perfect Attendance Awards, College America 2010

Rising Star Award 2011

CIT/ client intervention training Expires 2012

First Aid certified Expires 2011

Health Certification Card 2011

Certified Nursing Assistant 1990

The Gardens Rehabilitation & Nursing Home, 180 hours 2004

Food & clothing donation outreach 2004-2011