

Brittnee Smith
36 Sumner Ter Apt 1
Springfield, MA 01108
Tel: (413) 686-7108 E Mail: sbrittnee2@yahoo.com

PROFILE

Energetic and dedicated Professional Medical Assistant School graduate with the ability to deliver excellent patient services. Proficient in medical and office procedures. Extensive knowledge of medical terminology. Well organized and focused on optimal patient care.

SKILLS

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| ▪ Removal of Stitches | ▪ Phlebotomy | ▪ Autoclave |
| ▪ Capillary Punctures:
HgB, Hct, Gluc | ▪ Billing, Insurance &
Coding | ▪ Air/Blood Borne
Pathogens Certified |
| ▪ Throat Cultures | ▪ Obtain Vital Signs | ▪ Surgical Asepsis |
| ▪ Hemocult Testing | ▪ Urinalysis | ▪ Spirometry |
| ▪ HIPAA/OSHA | ▪ Injections (SC,ID,IM) | ▪ Office Administration |
| ▪ First Aide Certified | ▪ CPR Certified | ▪ Change Dressings |
| ▪ Patient Scheduling | ▪ Wound Care | ▪ Perform EKGs |

EDUCATION

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| ▪ Branford Hall Career Institute, Springfield, MA
Professional Medical Assistant Certificate | 2010-2011 |
| ▪ High School of Science and Technology, Springfield, MA
Graduated | 1999-2003 |

EXPERIENCE

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| ▪ Clean Slate, W Springfield MA | Medical Assistant | 2011-2012 |
| Preformed vitals on patients. Observed and recorded results for all lab related testing such as liver function/drug screen. Observed chemistry analyzer, through operations machine Olympus AV 400 Speedy. Ordered lab test, collect specimen and processed them. Phlebotomy on a daily basis. | | |
| ▪ Fed Ex, Orlando, FL | Customer Service Representative | 2009-2011 |
| Set up shipping accounts and completed credit checks for customers. Arranged pickup schedules and took payments such as credit cards or checks over the phone. Answered inbound and outbound calls. | | |
| ▪ Baystate Gas Company, Springfield, MA | Customer Service Rep. | 2006-2009 |
| Set up gas accounts. Worked in billing, credit and sales. Performed credit checks for new service. Set up payment plans, accepted payments such as checks, credit cards and cash in office. Answered inbound and outbound calls. Use of computer generated account services. | | |