

## **JEAN MARIE TURNER**

21 Oak Street Thomaston, CT 06787 (860) 283-3595

### **CAREER OBJECTIVE:**

To obtain an externship position as a medical assistant in a small medical office

### **EDUCATION:**

Branford Hall Career Institute  
Medical Assistant Program

Southington, CT  
Expected graduation: October 8, 2010

### **KNOWLEDGE/SKILLS:**

CPR/First Aid Certified  
Phlebotomy  
Medical Law & Ethics  
Patient Preparation  
Suture & Staple Removal

Keyboarding  
NDC Medisoft  
Vital Signs  
Aseptic Technique  
Anatomy & Physiology

Microsoft Word  
Customer Service  
Medical Terminology  
Pharmacology  
EKG

### **CAREER EXPERIENCE:**

#### **The Business Center**

Litchfield, CT

2004-2009

- Responsible for waiting on customers
- Handled miscellaneous duties as dictated by customer needs
- Photocopies and faxing of documents
- Federal Express and UPS requests
- Managed daily bank runs
- Placed phone orders to suppliers
- Utilized communication skills both in a personal setting and over the telephone to ensure that customer's need were met

#### **Clearwater Pools**

Litchfield, CT

2002-2004

- Responsible for waiting on customers
- Conducted inventory
- Tested pool water samples
- Position required telephone etiquette skills when handling calls from customers in need of service for pool or hot tub repairs

#### **Advance Auto**

Terryville, CT

2001-2002

- Responsible for providing excellent customer service
- Conducted inventory
- Responded to customers inquires both in person and over the telephone