**Lizbeth Rosado**

88 Brittany Farms Rd apt 9, New Britain, CT 06053

860-922-4646 rosado.lizbeth@yahoo.com

Education

Branford Hall Career Institute, Windsor CT January 2011

Professional Medical Assistant

A. I. Prince Technical High School, Hartford CT 2009

Graphics Communication

Related Course and Skills

Medical Office Procedures Medisoft

Anatomy and Physiology Basic Skills (CPR & AED)

Phlebotomy Microsoft Word

Computerized Billing Simulation Medical Clinical Procedures

Medical Terminology Microsoft Office Excel

Microsoft Office PowerPoint

Certified First Aid and CPR

Fluent: Spanish

Experience

Grove Hill Medical Center, New Britain, CT 11/2010 to 1/2011

Medical Assistant (extern)

* Worked in numerious sites including orthopedics, Internal Medicine, oncology and urology
* Responsible for bringing patients to exam rooms, reviewed medical history, updated records
* Handled vital signs (BP/P/R/T/Ht/Wt)
* Prepared exam rooms by cleaning and stocking
* Assist with minor surgical procedures including

Sears, West Hartford, CT 2008-present

Cashier/Customer Service

* Responsible for customer transactions including cash and credit
* Responsible for pricing exchanges from catalog and retail purchases and issuing refunds through cash, credit, or gift card
* Store recovery duties at shift end including returning merchandise to their locations following store planograms and general maintenance