Krystal Kroll Krystalmarie20@yahoo.com

(413) 777-0205

100 Hubbard Street

Ludlow, MA 01056

# Objectives

To find a job in a medical setting where I can challenge myself by using the knowledge and skills I already have, as well as acquire new skills and knowledge, by working with others as a team, in order to provide quality patient centered care.

# Education

**Central Maine Community College- Medical Assisting 2006-2009**

**1250 Turner Street, Auburn, ME 04210**

# Experience

**Medical Assistant Intern**

**Woman’s Health Associates 2006-2007**

330 Sabattus Street, Lewiston, ME 04240

* Performed duties as directed such as rooming patients, answering phones, giving injections under the supervision of other clinical office staff.

**Medical Assistant**

**Woman’s Health Associates 2008-2009**

330 sabattus Street, Lewiston, ME 04240

* Medical Assistant in a large fast paced Woman’s Health medical office. Duties include answering phones, scheduling appointment, telephone triage, administering injections, taking vitals signs such as weight, pulse, temperature and blood pressure, as well as assisting in minor medical office procedures. Duties also include educating patients regarding woman’s health such as surgical procedures, STI’s and contraception

# Medical Receptionist

**Northampton Cardiology Associates 2009-2010**

10 Main Street, Florence, MA 01060

* Duties include answering phones, scheduling appointments, paper chart prep, insurance data entry, and faxing test results and office notes to primary care physicians. The office is a fast paced, multi-provider office.

**Recovery Specialist**

**Carlson Recovery Center 2010-Current**

471 Chestnut Street, Springfield, MA 01108

* Duties included Assisting Nursing staff with care of clients. Telephone triage, charting, and admission intakes are also primary duties of the Recovery Specialist.

# Skills

* Proficient in Microsoft Office applications.
* Training in EMR (Centricity)
* Use of Meditech, Web1000 and other informational databases.
* Successful completion of Medical Terminology

References Available upon request.