Sandra Green

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West Springfield, MA 01089

413-437-4195

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**OBJECTIVE**

To obtain a Medical Assisting position that will utilize both my Clinical & Administrative knowledge, as well as provide personal and professional growth.

**QUALIFICATIONS**

* Skilled in Vitals & EKG, Phlebotomy, Injections, well versed in Medical Terminology, Electronic Health Records, Medical Accounting, Medical/Surgical Asepsis, Appointment Scheduling, Telephone Triage.
* CLIA Waived Testing

**EDUCATION**

**Porter & Chester Institute, Chicopee, MA 4/2010-2/2011**

Medical Assisting Program

**EMPLOYMENT**

**Holyoke Associates & Internal Medicine, Holyoke, MA 1/2011-2/2011**

Medical Assisting Externship

Employed as a Medical Assisting Extern for a busy Internal Medicine practice. Responsibilities included but not limited to, recording patient vitals, EKG’s, injections, E-Script, urinalysis, proper chart documentation, throat cultures, PPd’s, A1C testing, phones, filing.

**Pride Convenience, Springfield, MA 2/2009-6/2009**

Store Manager

Responsibilities included money management, lead and supervise up to six staff members while maintain quality customer service for a 24 hour store. Maintain and organize store supplies, maintain safe and clean working environment.

**AC Moore, Holyoke, MA 10/95-4/08**

Sales Associate, Department Supervisor

Responsibilities included quality customer service, merchandise ordering, and maintaining safe and clean working environment, lead and supervise within two departments, money management.

**TRAINING & CERTIFICATIONS**

* AAMA certified as of February 2011
* CPR/BLS Certified through The American Heart Association.
* Trained in both OSHA and HIPAA

**REFERENCES AVAILABLE UPON REQUEST**