**LAURY N. SOM**

51 Melim Drive, Tewksbury, MA 01876

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**SUMMARY OF QUALIFICATIONS**

I am a certified and enthusiastic **Medical Assistant** with up-to-date knowledge of skills necessary to provide productive, effective, and quality care to patients with diverse needs. I have strong office and communications skills with a passion to work in a challenging and team-oriented healthcare environment.

**EDUCATION AND CERTIFICATIONS**

**The Salter School** Tewksbury, Massachusetts

Professional Medical Assistant Certificate Program, GPA 4.0 May 2011

* Student Council Member

**First AID/CPR** Certified by The American Heart Association. January 2010

**Medical Assistant Internship** Dr. Nonnie-Marie Estella, Lowell General Hospital

Medical Assistant at Gynecology Office

January 2011- March 2011

**SKILLS**

Vital Signs and EKGs Medical/Surgical Aseptic Bilingual (English and Khmer)Phlebotomy and Injections Waived Testing Microsoft Office

Autoclave Sterilization HIPAA/OSHA trained Athena, E-Clinical and Elmer

Appointment Scheduling Telephone Encounters

**WORK EXPERIENCE**

**Dolce International,** Bedford, Massachusetts

Guest Services/ Server. January 2007 to May 2010

* Provided outstanding guest services.
* Greeted guests promptly and professionally.
* Maintained a clean, safe, and friendly environment.
* Reported weekly inventory sales at an upscale restaurant.

**Ever Clear Pool and Leisure,** Tewksbury, Massachusetts

Customer Service/ Lab Specialist. May 2005 to February 2007

* Organized and filed sale reports.
* Tested water samples in the lab department. (pH, Chlorine, Iron, etc)
* Recommended accurate chemicals for water balancing.
* Managed a clean and safe environment.