**CAROLIN VALENTIN**

**126 Union Street, Unit 8-15, Westfield, Ma 01085**

**413-977-2583 or 413-579-5869**

**OBJECTIVE:**

To obtain a challenging and rewarding position as a Professional Medical Assistant where I can expand my skills and knowledge.

**SKILLS/QUALIFICATIONS:**

\*CPR/First Aid Certified \*Blood Borne/Airborne Pathogens certified

\*Urinalysis \*Surgical Asepsis \*Capillary Puncture \*Filing

\*Hemoccult \*Snellen chart \*Injections-IM, SQ, ID \*Customer Service

\*Venipuncture \*Ear irrigation \*Medisoft

\*EKG \*Peak flow Spirometer \* Vital signs

**EDUCATION:**

Branford Hall Career Institute Medical Assistant 1-2010-2-2011

Springfield, MA

Westfield High School High School Diploma 1998/2002

Westfield, MA

**WORK HISTORY:**

Holyoke Associates Internal Medicine S.M.A 12-2010-2-2011

Holyoke,Ma 01040

**Responsibilities:** Bring pt’s into room,vital signs,check blood sugars,A1C,filing,checking in and out pt’s,documents in pt’s chart, med refills, faxing, EKG, urinalysis, ect..

Stavros for Independent Living PCA/HHA 2008/2010

Ludlow, MA

**Responsibilities:** personal care, meds, house cleaning, brought to and from appointments.

Mount Holyoke Management, LLC Front Desk/Rental Agent 2007/2009

Holyoke, MA

**Responsibilities:** Answer phone calls, accept applications, rent apartments.

Holyoke Health Center H.I.M Clerk 2005/2007

Holyoke, MA

**Responsibilities:** Filing, answer incoming outgoing calls, sorting, mailing, bring charts to providers.

**REFERENCES AVAILABLE UPON REQUEST**