Ashley Edwards

7 F Thistle Lane

Enfield, CT 06082

[ashley.bowman12@yahoo.com](mailto:WILLIAMGREGORY2@HOTMAIL.COM)

(860) 698- 6680

(860) 849-1488

**Medical Office Assistant**

        Prepare treatment rooms for patient examinations, keeping the room neat and clean

        Interview patients to obtain medical information and measure their vital signs, weight, and height

        Clean and sterilize instruments and dispose of contaminated supplies

        Show patients to examination rooms and prepare them for the physician

        Schedule appointments for diagnostic testing

        Computer skills: Microsoft word, excel, power point, and office

**Education**

Ashford University-Bachelor’s in Health in Human Services- Clinton Ohio- expected to graduate June 2013

Asnuntuck Community College- Enfield, CT

Associate’s Degree in Human Services- Expected Graduation Date; May 2011

Training Direct, LLC- Bridgeport, CT

Medical Office Assistant Diploma- Graduated 2006

Adult Education- Enfield, CT

GED- Graduated 2006

**Work Experience**

Parkway Pavillion- Dietary Aide                                                                                                             2009-2010

        Prepare and serve meals to the residents

        Prepare deserts and nourishments

Old Navy- Merchandising Associate                                                                                                       2008- 2009

        Assist customers in locating desired merchandise

        Process shipments and stock sales floor

Sears- In Store Marketer                                                                                                                          2007

        Greeted customers and promoted and scheduled home improvement appointments(commissioned)

CT Works- Intern                                                                                                                                     2007

        Answered phones and scheduled appointments

        Filed client paperwork

        Assisted clients in finding job leads on the internet

Kohl’s- Freight Associate                                                                                                                         2005

        Processed incoming merchandise and displayed on sales floor

References

Ann Coro

(860)741-4295

Job training Specialist

Steve Pallazo

(860)253-9183

Supervisor

Sarah Jacobson

(860)741-5595

General Manager

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\ Community College- Enfield, CT

Associate’s Degree in Human Services- Expected Graduation Date; May 2011

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