**FELECIA GRIFFITHS**

**OBJECTIVE**

To be part of an organization that may utilize my skills and talents with opportunity for growth

**EDUCATION**

8/03-04/04 The Sawyer School Hartford, CT

**Medical Assistant/ Secretary Program**

8/00-06/03 Bloomfield High School Bloomfield, CT

**PROFESSIONAL SKILLS**

Vital Signs Typing Administration

Universal Precautions Medical Records EHR

Urinalysis Microsoft Word EKG Technology

Patient Preparation ICD9-CPT Coding Medical Transcription

Capillary Punctures Records Management Medical Terminology

**AWARDS**

**Honor Roll GPA 4.0**

Gold Certificate in Medical Terminology (100% Accuracy)

**WORK EXPERIENCE**

01/12-Now Stewart Staffing Solutions Hartford, CT **Certified Medical Assistant/ Front Desk Receptionist** Preparation for Suture Removal

Prep and Assisted Doctors with Ear Irrigation Test Blood Sugars and A1C’s

Filled Prescription on Allscripts

Answered Multi-line Phones

Chart Preparation

06/07-05/10 Connecticut Multispecialty Group Hartford, CT

**Certified** **Medical Assistant/ Patient Service Representative**

Vital Signs

Patient Preparation for Surgery and Regular Visits

EKG

Assisted Doctors with Minor Procedures

Answered Phones and Conveyed Messages

Filed and Organized Patient Charts

12/04-08/05 Concentra Medical Center Windsor, CT

**Certified** **Medical Assistant/ Receptionist**

Phlebotomy

Patient Preparation/ Vital Signs

EKG

Breath and Alcohol Testing

Answering/ Directing Calls

Filed and Organized Patient Charts

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