Lashonda Greene

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Hartford, CT 06114

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(860) 794-5326

OBJECTIVE

* Dedicated, service-focused professional seeking to transition into A position that will allow me to utilize my present skills and offer the opportunity for advancement.
* Reliable worker with the ability to quickly learn new concepts and skills.
* Backed by a solid work history, reputation as a team player and passion for helping others.

WORK EXPERIENCE

Cashier

03/2009 – Present, Burlington Coat Factory Bloomfield, CT

* Greeting customers and maintaining a professional demeanor at all times.
* Handle returns and exchanges. Request additional identification from the customers or call in for an authorization for checks and charges; issue receipt to the customers and return the appropriate change.
* Add drawer bank at the end of shift to ensure that it contains the correct amount of money and adequate supplies of change.

Medical Assistant

02/2006 – 04/2006, Mt Sinai ADRC Hartford, CT

* Assisted patients with there every day needs.
* Demonstrated the ability to interact with patients from diverse cultures and backgrounds.
* Facilitated the handling of lunch orders and telephone triage.
* Managed and reviewed Medical record charts.
* Numerous clerical duties included: Filing, Typing, & Photocopying.

**Proof Operator**

**09/2004-01/2005, Bank of America Hartford, CT**

* Processed checks, money orders, & tax papers.
* Balanced and created reports for daily activity.
* Completed and closed batches in a timely and accurate manner.

eDUCATION

2007-Present (Expected graduation 2010) Goodwin College **Medical Billing & Coding** East Hartford, CT

Graduated 04/2006: The Sawyer School **Medical Assistant/Secretary Program** Hartford, CT

SKILLS/Achievements

* Medical Transcription EKG
* Medical Terminology Urinalysis
* Vital Signs, Universal Precaution, Autoclaving, Vein Puncture
* Vital Signs ICD-9 and CPT Electrocardiograms, Capillary Puncture
* Awards for Medical Terminology (99%)
* First Aide CPR Certified