**JAMIRA MALDONADO, MA**

**109 Carlton Street**

**New Britain, CT 06053**

**860-538-8323**

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**SUMMARY**

Dedicated Medical Assistant seeking opportunity within the medical field that will utilize my hands-on clinical and administrative skills

**CERTIFICATION** First Aid/CPR

**BILINGUAL** Fluent in Spanish: Speak and read

**EDUCATION**

06/10 – 8/11 **American Institute** West Hartford, CT

***Medical Assistant Program, GPA 3.31***

 **Clinical Skills:** Vital signs, charting, and CPR/First Aid & Safety

 **Lab Procedures:** Collecting Specimens, occult blood tests, phlebotomy, glucose tests, and urinalysis

 **Administrative Duties and Health Insurance Policies:** Computer usage, medical terminology, coding, keyboarding, and medical transcriptions

 **Anatomy and Physiology:** Structures and function of the human body

 **Medical Law and Ethics:**

Legalities, Confidentiality, CDC, and OSHA regulations

**EMPLOYMENT**

06/11-08/11 **Connecticut Children’s Medical Center** Hartford, CT

***Medical Assistant Extern***

 Assisted physicians with office procedures

 Performed vitals including pulse oximetry

 Performed height, weight and an head circumference

 Documented and filed patient charts

 Set up patient rooms

 Answer phones and handled calls from insurance companies, doctor offices and parents

02/02 – Present **ShopRite** West Hartford, CT

**Bookkeeper/ Service Desk Clerk**

 Enter daily sales projections and reports into computer system

 Balance and correct any errors for all monies, lottery inventory and check deposits throughout the day

 Call in cash vault services for all change orders needed

 Input amounts and information for money order transactions and Western Union checks

 Main person in charge of all exchanges and refunds also sell lottery tickets

 Help customers on a daily basis: look for items, check prices, order items not in stock and or items not carried in store

 Responsible for all accounts receivable and payable

 Answer all incoming phone calls which is then directed to correct areas and or take all messages