*Vidyawatie Dyal*

128 Amherst Street

Hartford, CT 06106

(860) 869-7376

Vidyawatied@yahoo.com

## *PROFESSIONAL PROFILE*

Accomplished CPR Certified medical assistant; skilled in records management, patient preparation and medical transcription. Core competencies include: EKG technology, venipuncture technique, urinalysis and universal precaution. Experienced in capillary puncture, autoclaving and ICD-9/CPT Coding. Strong team building skills and enjoy sharing best practices / lessons learned with peers and administrative staff.

***EDUCATION***

The Sawyer School, Hartford, CT

Medical Assistant / Secretary Program,

Overall **GPA 3.8**. Graduate Certificate received 2008,

***PROFESSIONAL EXPERIENCE***

Maxim Health, East Hartford, CT.

**Medical Assistant**

* Prepared patient insurance documents
* Ensured 100% accuracy for coding and billing

Hartford Hospital, Hartford, CT **Adult Primary Care Assistant**

* Set-up medical equipment
* Supported patient needs

***ADDITIONAL EXPERIENCE***

Montana Mills Bread Company, West Hartford, CT

**Customer Service Associate**

* Provided highest level of customer service
* Balanced cash box to reconcile receipts

*References will be made available upon request*