**Carmen Y. Pomales**

58 Cochran St Apt #1R

Chicopee, MA 01020

413-388-0822

pomales31@hotmail.com

**Objective:** To obtain an entry- level position as an medical assistant where I can utilized my data entry experience, customer service knowledge and education.

**Skills:**

* + - Computer literate
    - Bi-lingual (Spanish)
    - Excellent interpersonal skills
    - Ability to multi-task
    - Team and able to work independent
    - Cash handling experience
    - CPR/First Aid/Airborne/Bloodborne Pathogens Certified
    - Quickbooks Knowledge
    - Microsoft and Excel Programs

**Experience:**

Holyoke Medical Practice Holyoke, MA

**Medical Assistant** 2/11 to 3/11

* + - Performed vital signs
    - Making appointments, cancel and re-schedule appointments
    - Performed venipunctures
    - Assist Doctor with patients
    - Interpreter Spanish/English

A&B Tax & Bookkeeping Services Holyoke, MA

**Data Entry & Office Assistant** 7/07 to 4/08

* + - Answer phone calls
    - Filing documents, copying records/printing/fax documents
    - Work with bank statements
    - Work with Quickbooks (office used only)
    - Provide customer service
    - Use Excel Program and Microsoft Office Word

Holyoke Community College Holyoke, MA

**Clerical Assistant** 11/06 to 5/07

* + - Received incoming mail and distributed to appropriate staff
    - Made appointments for students to meet with faculty
    - Filing records, copying records/letters
    - Answered phones

**Education:**

Branford Hall Career Institute Springfield, MA

**Medical Assistant** 2010

Digrigoli School of Cosmetology West Springfield, MA

**Cosmetologist** 2009

Holyoke High School Holyoke, MA

**Diploma** 2005