Lauren R. Houlihan

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**CAREER OBJECTIVE**

*A Medical Assistant position where my extensive clinical and administrative training*

*will contribute to the efficiency and growth of the organization.*

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**EDUCATION / TRAINING**

**PORTER AND CHESTER INSTITUTE;** Enfield, CT 7/2010-5/2011

***Medical Assistant Certification:***

▪ Medical Terminology ▪ Law and Ethics ▪ Assist with HPE

▪ CLIA Waived Testing ▪ Medical Accounting ▪ Billing and Coding

▪ Medical Surgical Asepsis ▪ Human Relations ▪ Minor Surgery

▪ EKG’s / Vitals / Urinalysis ▪ Phlebotomy ▪ Sterilization

Lab Equipment: Hematocrit, Glucometers, Centrifuge, Spirometer, CliniteK

**Springfield Technical Community College:** Springfield, MA 2008-2010

**Somers High School:** Somers, CT 6/2008

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**CERTIFICATIONS**

***CPR Certified Healthcare - American Heart Association***

*December 2010*

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**WORK HISTORY**

***Medical Assistant*** 12/2011-Present

**Enfield Ambulatory Care Center**  Enfield, CT

* Interview patient and measure vital signs
* Assist in examination and treatment of patient
* Prepare treatment room for examination of patient
* Write and review discharge information with patient

***Cashier***  10/2010-Present

**CVS Pharmacy** Enfield, CT

* Assisted customers with transactions while maintaining exceptional customer service.
* Opened and closed registers with accurate balances.
* Responsible for stocking shelves when needed.

***Medical Assistant – Externship*** 3/25/2011-5/11/2011

**Connecticut Eye Physicians & Surgeons**  South Windsor, CT

* Prepared patients for eye exam.
* Implemented eye test on patients.
* Prepared charts for upcoming patients as well as filing.
* Scheduled appointment and answered phones along with other office duties.

***Cashier***  10/2005-9/2010

**Big Y** Enfield, CT

* Assisted customers in finding items within store and answering questions.
* Responsible for accurately and efficiently ringing up customer’s purchases.
* Kept register area neat and orderly and restocked shelves when needed.