## RAQUEL RODRIGUEZ

129 BARKER ST 2ND FL.

HARTFORD, CT. 06114

(860) 888-7260

OBJECTIVE: To obtain a position that allows me to apply my Medical Assistant/ or Legal Secretary Skills.

EDUCATION: The Sawyer School Hartford, CT.

Medical Assistant/Secretary Program

WORK HISTORY:

4/07-6/09 The Law Offices of Rubenstein and Sendy Hartford,CT.

Legal Secretary/Paralegal

Log in mail, data entry, answered multiple phone lines, opened new

client files, interact with clients, and translated for Spanish speaking

clientele.

8/98-8/99 Ames Department Stores Berlin Turnpike,CT.

Cashier/Customer Service Representative

Provided customer service, and helped cutomers on the sales floor.

7/97-8/98 T.J Max Rocky Hill, CT.

Head Cashier

Did returns at the customer service desk, and assisted on the sales

floor.

SUMMARY SKILLS: CLINICAL CLERICAL

Medical Terminology Medical Transcription

Medical Coding Record Management

Vital Signs Typing

Venipuncture Technique Third Party Billing

EKG Technology Medical Billing/Medical Manager

Autoclaving Business Communication

Hermatology Microsoft Word

Urinalysis, Capillary Puncture, Throat Culture