Traneisha Williams

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OBJECTIVE

To obtain a position in a medical facility that will allow me to blend my customer service, interpersonal skills and newly acquired medical skills. My ability to multi-task and master new skills quickly in a fast paced environment.

Medical Skills

EKG'S Finger Sticks Blood Drawing

Blood Pressure Scheduling Data Entry

U/A's Drug/Nerve testing Medical Records

Typing/Word Processing

EDUCATION

Branford Hall Career Institute, *Medical Assistant Program* Graduated 2010

Branford, CT

New Haven Board of Education *High School Diploma* Courses Graduated 2008

New Haven, CT

WORK EXPERIENCE

Family Practice, Hamden, CT 06514 2009-2010

(210 Hours)

Medical Assistant, Externship Student

Retrieving medical records, patient placement, filing medical records, scheduling appointments,

EKG’s, urinalysis, drug testing, finger sticks, blood pressure, nerve testing.

McDonald’s, New Haven, CT 2008-2009

Manager, Customer Service

Responsibilities included but not limited to customer service, daily Inventory, financial statements, money transactions, training and supervising part-time staff.

Steve & Barry’s, Milford, CT 2008-2007

Cashier, Customer Service

Responsibilities included money transactions, stocking display floors, customer service and other retail assignments as requested for maintaining a clean and orderly environment for shoppers.

VOLUNTEER

American Red Cross Blood Services’ Blood Drive, Branford Hall 2009

REFERENCES AVAILABLE UPON REQUES