**Sandra Green**

33 Bradford Drive Apt 6

West Springfield, MA 01089

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**Medical Assistant Profile**

Motivated, personable, professional as a medical assistant looking for a position in the medical field. Talent for quickly mastering technology – nearing completion as a medical assistant at Porter and Chester Institute. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent team-building skills.

**EDUCATION**

***MEDICAL ASSISTING*** January 2011

**Porter and Chester Institute**, Chicopee, Massachusetts

Medical Assistant Certificate Program:

▪ CLIA Waived Testing ▪ Medical Accounting ▪ Injections

▪ Medical Surgical Asepsis ▪ Human Relations ▪ Electronic Health Records

▪ EKG’s & Vitals ▪ Phlebotomy ▪ Third Party Billing

**PROFESSIONAL EXPERIENCE**

**Holyoke Associates,** Holyoke, MA January 2011- February 2011

***Medical Assistant Externship***

* Obtained and documented vital signs on patients.
* Administrated injections (vitamin, B12,PPD, influenza, pneumovax) and other medical testing including urinalysis and strep cultures.
* Performed administrative duties including filing, faxing, scheduling patient’s appointments, referral calls and e-scripts.

**Pride Convenience Store,** Springfield, MA February 2009- June 2009

***Manager***

* Monitored labor cost and overhead cost.
* Supervised all employee and customer complaints while always providing excellent customer service.
* Balanced all cash register drawers before and after each cashier shift.
* Responsible for store merchandise to be organized and well stocked.

**TRAINING / CERTIFICATION**

* Scheduled to take Certified Medical Assistant Exam on February 5, 2011
* CPR Certified from The American Heart Association
* Trained in both OSHA and HIPAA guidelines.
* Passed Certification Exam on February 5, 2011