**IRIS M. SANCHEZ**

24 Lexington Street 1st Floor

Springfield, MA 01107

[Destinymarlene25@hotmail.com](mailto:Destinymarlene25@hotmail.com)

1-413-433-8870

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**Bilingual Medical Assistant**

Trained in Medical Assisting fundamentals and skills sets

Bi-lingual in Spanish and English

Experienced in providing effective customer service

Flexibility in prioritization and organization of workload

Trained in multiple software applications

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**EDUCATION**

**10/2009 Porter and Chester Institute Chicopee, MA**

*Medical Assistant Certificate Program*

(180 hrs. Externship)

EKG’s Human Relations

MS Word Filing

Vital Signs Third Party Billing

Law & Ethics Injections

Medical Terminology Medical & Surgical Asepsis

Phlebotomy Finger Stick

Minor Surgery Assistance Electronic Health Software

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**WORK EXPERIENCE**

**06/10-07/10 Northgate Medical Center Springfield, MA**

*Medical Assistant*

Filing and Faxing

**06/10-07/10 Chestnut Medical Associates Springfield, MA**

*Medical Assistant*

Vital Signs Faxing

Phlebotomy Filing

Finger Sticks Injections

Spirometry Urinalysis

Patient histories EKG’s

Room set-up breakdown

Interpreting for Doctors and Patients

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**04/12 Comprehensive Family Medical Care Springfield, Ma**

**Medical Assistant Per diem**

To provide a direct care and assist our patients with blood pressures, blood sugar test,

Height, weight, perform and ekg’s.

Answering phone calls.

Filing and faxing.

Facilitate a steady and smooth work flow.

**04/12 Personal Care Attendance Holyoke, MA**

To provide a direct care to clients in their home.

The Personal Care Attendance will assist clients with blood pressures, blood sugar test, housekeeping, cooking, administrate medications, take clients to Doctor’s appointments, take clients to do groceries.

Answering phone calls and interpreting for clients and Doctors.

**01/11 Carlson Recovery Center Springfield, MA**

**Detoxify Program**

To provide direct patient care to clients in our substance abuse Detox Program.

The Recovery Specialist will assist nurses with exams and simple procedures such as blood pressures, pulses, temperatures, height and weight.

Assist in performing intakes, admissions and discharges as directed, assist in lifting or moving of clients

Interpreting for Doctor and Nurses and Clients.

Answering phone calls.

Facilitate a smooth and steady flow of work.

Filing and Faxing.

**07/02 Covidien Company Chicopee, MA**

Received incoming materials

Check data against purchase orders Responsible to ship and pack medical supplies

Inventory Control

Verify quantity received

Facilitate a smooth and steady flow of work

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**TRAINING**

AAMA membership-2010

CPR certification from the American Heart Association

Trained in both OSHA and HIPAA guidelines

Big Y Health Fair-2010