Katherine Peralta

14 Newland Street

Springfield, Ma

(413)222-1795

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**OBJECTIVE**

Energetic and highly motivated individual seeking a position as a Medical Assistant

**HIGHLIGHTS OF QUALIFICATIONS**

* Learn new skills quickly and eager to expand knowledge base
* Strong attention to details and organization skills
* Importance of compliance and safety to others
* Extremely depending in phlebotomy, patient care and blood draws
* Patient and able to converse with patients to allay any fears of procedures
* Sincere interest in helping people with their health care and wellness
* Professional demeanor inspiring confidence in the patient
* Ability to work under pressure and on multiple tasks
* Bilingual in Spanish and English

**CLINICAL SKILLS**

|  |  |
| --- | --- |
| 1. Phlebotomy | 1. First Aid/CPR Certified |
| 1. Take and record vital signs | 1. Collect and test basic laboratory samples |
| * Data entry * EKG’S | 1. Medication Terminology 2. Medical Records |

**EDUCATION**

American Red Cross Springfield, Ma 2011

Certified Phlebotomy Technician

Branford Hall Career Institute 2008

Medical Assistant

Westover Job Corps Center 2007

G.E.D/ Nurse’s Assistant

**CLINICAL EXPERIENCE**

Northgate Medical PC 2008

**Medical Assistant Externship**

Heritage Hall 2007

**Nurse’s Assistant Externship**

**OTHER EXPERIENCE**

Laundromax Springfield, MA 2011

**Laundry Attendant**

Clarion Hotel West Springfield, MA 2011

**Housekeeping**

RK Staffing Inc Springfield, Ma

**Scanner (Temporary)** 2010

Stavros Springfield, Ma 2009

**Personal Care Assistant**

**Reference Available Upon Request**