**Education:**

**Fox Institute**  West Hartford, CT ***Medical Assistant Diploma, GPA******3.35***  2011

**Qualifications:**

Ten years progressively responsible experience in administration and accounting. I am detail oriented and able to work with minimal supervision. Strong organizational and interpersonal communication skills.

**Professional Skills:**

* **Clinical Skills**: Vital signs, charting, electrocardiogram, First Aid and CPR
* **Lab Procedures**: Collecting specimens, glucose tests, occult blood tests, phlebotomy, urinalysis
* **Administrative Duties and Health Insurance Policies**: Computer usage, medical terminology, coding, patient scheduling, and claims processing, keyboarding, and medical transcription
* **Anatomy and Physiology**: Structures and function of human body
* **Knowledge of**: Legalities, HIPPA, CDC and OSHA regulations

**Professional Experience:**

**Family Support Team** (part-time)7/2011-Present

Companion, aide, personal assistant to clients with cognitive deficits; planning, organizing, scheduling and monitoring of daily activities, increasingly enhanced through computer technology. Extensive experience with health care financial assistance programs, including Medicare.

**MedCare Express** Newington, CT 3/2011-5/2011

***Medical Assistant Extern (180 hours)***

* Performed vital signs, EKGS, urinalysis, and hemoglobin.
* Prepared x-rays and vaccinations for physician and conducted physicals.
* Administered pregnancy, strep, and glucose tests.
* Scheduled and confirmed appointments, documented medical charts, checked-in patients and answered phones.

**USESI, LLC** Hartford , CT10/2007 to 06/2008

***Accounts Payable Representative***

* Responsible for full cycle accounts payable for Industrial and Commercial lighting.
* Reconciled accounts and prepared W-9 and 1099 for all new vendors.

**Rare Hospitality** Atlanta , GA07/2004 to 07/2005

***Accounts Payable Specialist***

* Responsible for paying all vendor invoices for 42 Longhorns and six Bugaboo Creek restaurants.
* Meeting and exceeding all deadlines on a weekly and monthly basis.
* Using Lawson and Excel on a day - to - day basis.

**Home Depot SSC** Atlanta GA06/2002 to 07/2004

***Import Accounting Receiving Associate***

* Timely processed weekly, monthly, EOM and quarterly end reports.
* Communicated with Customs Brokers, Import Merchandising/Logistics, DC stores and vendors to achieve efficient payment of invoices and accurate booking of inventory transactions.
* Gained knowledge on Six Sigma, Sarbannes-Oxley Act, PeopleSoft, Tradekey and Rockport