**Danielle Bell**

117 Ann St.

Chicopee, MA 01020

413-885-0835

413-532-5754

**Education:**

Branford Hall Career Institute February 2010

Diploma: Medical Assistant Springfield, MA

**Skill/ Qualifications:**

* Medisoft, Microsoft Office XP
* CPR/ First Aid Certified
* Bloodborne/ Airborne Pathogen Certified
* HIPAA, OSHA Trained
* Throat Culture, Updraft, Ear Irrigations
* EKG’s, Vitals, Phlebotomy
* Hemoccult, Urinalysis, Hematocrit
* Injections: ID, SC, IM
* Academic Honors: Presidents List

Perfect Attendance

**Experience:**

Agawam Medical Center December 2009- February 2010

*Medical Assistant* July 2010- September 2010

Agawam, MA

* Responsible for triage and putting patients into rooms
* Perform procedures that are needed, such as vitals, rapid/ throat cultures, ear irrigations, EKG’s, updrafts, urinalysis, orthostatic, injections
* Responsible for setting up rooms and patients for procedures
* Responsible for filing, pulling, and making new charts. Organizing patients charts, record procedures performed.
* Responsible for calling patients with lab results and confiming appointments
* Clean and stock rooms

Dairy Queen October 2005- August 2009

*Manager* Holyoke, MA

* Accountable for customer service, customer satisfaction, and trouble-shooting with customer complaints
* Process cash/ credit card transactions, maintain cash drawer, and perform daily bank deposits
* Responsible for training employees, regarding job responsibilities, company standards, and daily procedures
* Perform inventory, order and stock merchandise, replenish dispensers, and process purchase orders
* Open/ close store and prepare for daily operations
* Clean and organize work area according to Serv Safe standards
* Supervise employees on a regular basis and ensure proper job responsibilities are being completed accurately and consistently

Celestial Gourmet April 2005- October 2005

*Cake Baker/ Decorator* Springfield, MA

* Accountable for processing phone orders and baking requested cakes for customers
* Responsible for maintaining cash drawer and processing cash/ credit card transactions
* Transported requested cakes to customers homes
* Perform inventory and re-stock cake display cases
* Maintained, cleaned, and sanitized kitchen, work area, and cake making machinery

References available upon request