Kristen Reyes

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Personal Profile

* Certificate in Medical Assisting
* Certificate in Medical Office Assisting
* Certificate in Computer Applications
* Expected Graduation: May 2011

**Education**

-Haverhill High School– Haverhill, Massachusetts

Diploma, June 5th 2009

-Northern Essex Community College – Lawrence, Massachusetts

Associates, Expected Graduation: June 2012

**Professional Experience**

-Market Basket, July 2007-July 2009

* Cashier- stocked register, made sure money was always counted
* Customer Service- met and greeted customers, assisted in answering any questions

-Chunky’s Cinema and Pub, February 2010-Present

* Food runner- bring out food to customers, assist customers by answering questions
* Stocking and Portioning- assembling food in correct order, making sure there is sufficient amount for the entire working day
* Janitor duties- Picking up boxes, taking out the trash, cleaning surface areas and floors

Externship

**Lawrence General Hospital**, February 2011-Present

-Pediatrics After Hours

* Checking patients in and out
* making phone calls to patients
* answering phones
* taking vital signs
* distributing throat and urine cultures
* stocking rooms
* taking blood pressures
* taking chief-complaints
* filing information into computer
* taking patient’s medical history

**Activities**

* Haverhill Community Violence Coalition (H.C.V.C./ July 2009- August 2009) - walked the streets of Haverhill and took surveys of many people wanting change for the community
* Violence Intervention Prevention (V.I.P./ 2007-2009) - Outreach to younger students at different schools on ways to prevent and stop violence between others
* Esperanza School- completed checkups for the students (February 2011)
* Emmaus House in collaboration with Mitch’s Place (October 2010- Present)- “Protein for breakfast”, collected food for people in shelters
* Presidential Scholar Program- Northern Essex Community College (September 2009)
* Honor Roll Student (2005- 2008)
* Studied Phlebotomy
* CPR certified
* Bilingual- English/Spanish