**LENNETTE CAMACHO**

248 Lombard St 3rd Fl

New Haven, CT 06513

Tel: (203) 435-3783

**Lennette\_C21@yahoo.com**

**OBJECTIVE:** To obtain a position in the Medical/Secretary Field that would allow me to utilize my skills and education.

**EXTERNSHIP: New Haven Medical Center**

**77 Grand** Ave

**New Haven, CT 06513**

**MARCH 2007 – MAY 2007**

**EDUCATION:** Hill Regional Career High School

New Haven, CT 06519

2000-2002

Wilbur L. Cross High School

New Haven, CT 06513

2002-2004

The Sawyer School  
Hamden, CT 06514

Medical Assistant/Secretary

Graduated in 2007

**WORK EXPERIENCE:**

**11/2008-PRESENT New Haven Medical Center** **New Haven, CT 06513**

**Job Duties:** Vital Signs, EKG, Blood work, Filing, Checking in & out Patients

Verifying Insurances, Answering Multi-Phone Lines, Calling in Prescriptions

Maintain Facility

**10/2007-11/2008** **Expressions** **New Haven, CT 06513**

**Job Duties:** Sales Associate, Cashier, Inventory, Stock

Maintain Company

**11/2005-01/2007** **Dunkin Donuts** **New Haven, CT 06513**

**Job Duties:** Sales Associate, Cashier, Inventory, Stocking, Maintain Facility

Preparing drinks and food

**03/2005-08/2005 Law Offices of Botwick & Kurzawa Hamden, CT 06519**

**Job Duties:** Receptionist / Administrative Assistant, Answered Multi-phone lines, Faxed, Microsoft Word & Excel, Keyboarded Personal / Business Letters