**Michelle George**

482 Hancock Street, Springfield, MA 01105 [chellaus@yahoo.com](mailto:chellaus@yahoo.com) (856) 287-9531

**SKILLS PROFILE**

Strong working knowledge of Microsoft Office computer applications including: Word, Excel, and PowerPoint. Demonstrated tolerance and patience under stressful conditions. Excellent communication and customer service skills. Determined and goal-oriented, ability to multi task and reliable.

**EXPERIENCE**

**Receptionist/Medical assistant float**

*Berkshire Medical Group, Pittsfield, MA* 2007-2008

▪Answered multi-line telephones and wrote accurate messages to physicians and medical

assistants

▪Help assist patients with minor issues and concerns

▪Roomed patients, took vitals and prepared patients for the physician

▪Assisted physicians with pap smears and processed the results for stool samples and

if requested by physician I would set appointments with other physicians on patients behalf

▪Provided physician with laboratory documents and progress notes inside the patients chart

▪Administered vaccines upon patients request with approval from the physician

▪Opened and gave physicians incoming mail and sent out mail to other physicians

▪At end of the day cleaned exam rooms, refilled medical supplies, prepared patient charts for

the following day

**Data Entry Clerk**

Genda Financial , Cinnaminson, NJ 2004-2005

▪ Input and/or corrected customer and business information into computer

▪ Operated office machines such as photocopiers, facsimile, personal computer and telephones

▪ Maintained and updated filing either manually or using a computer

**Secretary** 2003-2004

Janelle Technologies, Medford, NJ

▪ Operated office equipment such as facsimile, photocopiers, multi-line telephone, and

computer with company database; Peachtree

▪ Processed incoming and outgoing mail

▪ Maintained paper and electronic filing systems and records

**EDUCATION** 2010-present

**Registered Nursing**

Springfield Technical Community College, Springfield, MA

**Medical Administrative Assistant** 2006

YMCA Training, Boston, Ma

**Medical Assistant Training** 2003-2004

Cittone Institute, Mt. Laurel, NJ

▪ Attended Medical Assisting program, classes included: phlebotomy, anatomy and

physiology

▪ Practiced taking vital signs, drawing blood, measuring weight and height

▪ Studied medical terminology