**Carissa Carlson**

7 Hughes Lane

Windsor Locks, CT 06096

860-370-9841 carissa.carlson@att.net

**Skills:**

Software: Microsoft Office, Windows XP, One Write Plus, Medisoft, Peoplesoft, Meditech, Peachtree, SBT, Quicken, Outlook, Reynolds & Reynolds

Solid understanding of Generally Accepted Accounting Principals

Excellent analytical and problem solving skills

Strong oral and written communication skills

**Certifications:**

Register Medical Assistant, American Medical Technologists, Allied Health Professionals

Certified Phlebotomist Technologist, The National Phlebotomy Association Inc.

CPR Certified- Adult/Pediatrics

**Experience:**

Mercy Medical Center, Workwise, Springfield, MA November 2009-May 2010

Medical Assistant

Assisted with front office duties

Explained procedures for drug screen process and administer

Venipuncture

Restocked rooms with medical supplies, gowns and prepared room for next patient

Prepared patients for physicals, injury visits, follow up visits, and charting

St. Francis Care Center for Occupational Health, Windsor, CT May 2009 – July 2009

Medical Assistant (extern)

Prepared patients for physicals, injury visits, follow up visits, and charting

Restocked rooms with medical supplies, gowns and prepared room for next patient

Assisted with front office duties

Explained the Audiogram and EKG’s to patients and compared results to prior years

CitiGroup, Hartford, CTFebruary 2006-August 2008

Payroll Analyst

Processed final pays due to terminated employees in compliance with federal and state laws Distributed pay adjustments after Military paychecks

Researched duplicate payments and overpayments

Ran queries for various reports needed on daily basis

Gengras Chrysler, Dodge, Jeep, East Hartford, CT July 2004-February 2006

Parts Administrator

Managed and logged part inventory

Invoiced cores, material return authorization, warranties

Posted Cash

Input Daily and Weekly parts orders

Made collections calls

Turbine Controls, Inc., Bloomfield, CT July 2000-October 2001

Accounts receivable Coordinator/Accounts Payable

Posted and deposited cash

Prepared invoices and packing slips

Received/Processed incoming shipments

Made weekly collection calls

Processed daily and monthly reports

Posted invoices