**Nicole Testa**

**55 Thompson Street #2E**

**East Haven, CT 06513**

**(203)407-9405**

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**Objective**

To secure a position in a medical facility that will blend my administrative, customer service and newly acquired medical skills.

**Experience**

**Externship** Veterans Hospital, West Haven, CT (180 hours) 2010

* Vital Signs
* EKG
* Capillary Punctures
* Assisting Patients
* Making Phone Calls

**Cashier** Price Rite, Hamden, CT 2008-2009

* Returned the excess and unwanted items to respective shelves
* Totaled customers’ payments and accepted payments
* Counted the amount of money in cashier drawer at the beginning and end of each shift
* Maintained a clean and safe working environment
* Provided excellent customer service

**Education**

* The Sawyer School Hamden, CT **Medical Assistant/Secretary** Graduate 2010
* Hamden High School Hamden, CT **Diploma** Graduate 2008

**Certificates/Awards**

* High Honors
* Dean Vaughn Gold Award for Medical Terminology
* GPA 3.91
* Outstanding Student Achievement Award

**Strengths**

* Posses verbal and written communication skills
* Self-motivated
* Non-stop working ability
* Resolve conflict
* Excellent interpersonal skills; organized, professional, cooperative, trustworthy, courteous
* Ability to handle multiple tasks

**Professional Skills**

* EKG
* Vital Signs
* Capillary Puncture
* Throat/Feces Cultures
* Urinalysis
* Breathing Treatment Machinery
* CPR
* Disposal of Biohazardous Materials
* Power Point
* Typing 60-70 WPM

**CERTIFICATION TEST ON 2-18-2011**