**Sabrina Simmons**

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**OBJECTIVE**

To obtain a position where I can utilize my skills for both professional and personal growth, while meeting the company/organization goals.

**EXPERIENCE**

**Customer Service/Administration Skills**

* Conducted health presentations at public schools.
* Advisor and Mentor to youth in developing positive life skills.
* Created a comfortable environment during office visits.
* Prepared next day appointment files, filed labs and ect. Information into charts.
* Intake and discharged patients. Greeted patients when they arrived at office.
* Contacted other medical centers to schedule patients for test.
* Scheduled referral appointment, retrieved labs, x-rays.
* Completed insurance forms and maintained medical records.
* Checked inventory and ordered medical supplies and materials.
* Ordered medications and documented in patients charts.
* Kept records of service performed and the client’s condition and progress.
* Mentor and assist clients in substance abuse prevention.
* Ensure that residents follow program rules and regulations.
* Pass medication and maintain log sheet.

Stavros, Springfield, MA 6/1998-7/2011

**Personal Care Assistant**

Dr. Dress Office, Springfield MA 2/2009-4/2009

**Medical Assistant** (temp

Open Pantry Warming Place 10/2006-7/2007

**Relief Staff** (temp)

Springfield Southwest Community HC 4/2000-10/2003 **Public School Health Educator**

**EDUCATION**

Branford Hall Career Institute, Springfield, MA

Diploma: Medical Assistant