Evelyn Lewis

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OBJECTIVE

To obtain a position in the growing healthcare field as an Medical Assistant that utilizes my training, communication and organizational skills.

Qualifications

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| * Detail Oriented * Assisting in Minor Surgery * Billing and Coding * Monitoring Vital Signs   (Temperature, Respirations,  Blood Pressure and Pulse) | * Multi -Tasking * Venipuncture * Urinalysis * Performing Snellen Eye Chart Tests * Administering EKGs * Radiology | * Maintaining Medical Records * Preparing and Administering injections * Administering oral medications * Testing Blood Chemistry and Serology * Practicing Sterilization and Disinfection |

Employment History

**J. Morrissey Temp Services, Springfield, MA Hamilton Sundstrand**

**2011 – present Windsor Locks, CT 1995- 2002** Northwest Airlines-

Medical Assistant Security and Receptionist

**Bradley International Airport, AT & T, Springfield MA 1985- 1995**

**Windsor Locks CT 2002- 2008** Customer Service Representative

Customer Service Representative 2006 –2008

Globe Services- Screener and Security Agent 2002-2006

Education

**New England Surgial Group LLP-** Externship

**Asnuntuck Community College** –Certificate, Medical Assistant, January 2011

**American Red Cross** - Certificate, Certified Nursing Assistant

**Massachusetts Career Development Institute** – Certificate,Dietary and Nutrition Aid

**Holyoke Community College –** Certificate,Office/Clerical

**High School of Commerce –** Diploma, Clerical