**Carissa Carlson**

7 Hughes Lane

Windsor Locks, CT 06096

860-370-9841

carissa.carlson@att.net

**Objective:**

To obtain a challenging position utilizing my accounting, payroll, and customer service skills and knowledge.

**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 (February 2009-February 2011)

**Experience:**

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

Medical Assistant

Assist with front office duties

Explain procedures for drug screen process and administer

Venipuncture

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

Prepare 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

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

Research duplicate payments and overpayments

Run queries for various reports needed on daily basis

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

Parts Administrator

Manage and log part inventory

Invoice cores, material return authorization, warranties

Post Cash

Input Daily and Weekly parts orders

Make 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