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| 63 Denwall Dr, Springfield, MA 01119•413-315-7492•Natliev04@msn.com | | | |
| Natalie Velez-Cotto | | | |
| Objective | | | |
| Seeking a career with a well established company where my skills are implemented and enhanced. | | | |
| Experience | | | |
| 03/2009-03/2012 | | AmBcare Ambulance | Springfield, MA |
| Dispatcher  * Plan out daily routes for drivers, print out daily schedules for day to day activities. * Schedule and book calls as they came in. * Properly handle emergency calls and send the right level of service to the call. | | | |
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| 06/2005-03/2009 | | American Medical Response | Springfield, MA |
| Communications Supervisor  * Oversee the smooth operation of the 911 dispatch center. * Assist employees with any issues they had on a day to day basis. * Pick up over flow of 911 calls and manage and MCI’s that came about. | | | |
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| 07/2001-03/2005 | | Life Laboratories | Springfield, MA |
| Phlebotomist Lead  * Verify patient information prior to specimen collection. * Obtain various specimens for testing on both in hospital patients and out patients as well. * Run the lab on the weekends; run reports and double check all collected specimens. | | | |
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| Education | | | |
| 1994-1998 | Springfield Central High School | | Springfield, MA |
| High School Diploma  * Graduated with Cum Laude Honors   2000-2001 Ultrasound Diagnostic School Springfield, MA  **Medical Assisting Certificate**  2011-present University of Phoenix Springfield, MA   * Current course of study is Education. | | | |
| References | | | |
| References are available on request. | | | |