**Yolanda Wanzo**

20 Milton Street

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(413) 231-6484

[yolandawanzo@yahoo.com](mailto:yolandawanzo@yahoo.com)

**Objective:**

To obtain a Medical Assistant position where my knowledge will contribute to the needs of a medical office, while providing me with the opportunity to learn and grow professionally.

**Skills/Qualifications:**

* Venipuncture - Butterfly
* EKG
* Vitals
* Injections
* Capillary sticks
* Surgical Asepsis
* Bilingual-English, Spanish
* Scheduling/Intakes/Discharges
* Light clerical and Receptionist duties
* Fast paced environment ability to multitask
* Hoyer lifts

**Certifications:**

* Airborne-Blood borne Pathogens
* CPR
* First Aid

**Educations:**

Branford Hall Career Institute July, 2010- April, 2011

Springfield, MA

*Professional Medical Assistant*

Massachusetts Career Development Institute December, 2003-February, 2004

Springfield, MA

*Certified Nurse’s Assistant*

**Work Experience:**

Center for Psychology & Family Services 2008-2009

Springfield, MA

*Receptionists/Psychiatric Coordinator*

* Light clerical and receptionist duties
* Fast paced environment ability to multitask
* Worked with pharmacies and insurance

companies for authorizations for medications

Jewish Geriatric Nursing Home 2004-2005

Longmeadow, MA

*Certified Nurse’s Assistant*

* Provided safe and healthy environment for residence
* Assisted registered nurses when requested
* Intake charts