**Kiara Candelario**

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(401) 359-3342

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**Objective** To obtain a challenging position where I can improve my skills and develop new skills and abilities in the medical field

**Skills**

* Bilingual – English and Spanish
* Proficient in Medisoft billing software
* Proficient in Microsoft Works, Word, and Excel
* CPR Certified
* Clinical and Lab skills including: Phlebotomy; Urinalysis; Vital Sings; ECG;
* Flexible when it comes to people’s personalities and very willing to help people in need.

**Education** **Sanford-Brown Institute**, Cranston, RI March 2011 – Present

*Medical Assistant Certificate Program*

* Dean’s List

*An intensive 900-hour program comprised of theoretical and practical applications of essential Medical Assisting skills which included the following:*

* *Administrative Skills – medical office procedures, health insurance claims processing, etc.*
* *Clinical Skills – taking vital signs, assisting in physical examinations, biomedical waste disposal, electrocardiography, clinical asepsis, etc.*
* *Laboratory Skills – phlebotomy (finger sticks and venipunctures), smear procedures, urinalysis, and specimen collection*
* *Medical terminology, anatomy and physiology, and pharmacology*

**Volunteer Work** Babysitting for multiple families

**Languages** Fluent in **English** and **Spanish**

**References** Available upon request