**Julissa Negron**

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**OBJECTIVE** To obtain a position that will best utilize my abilities and skills as a Medical Assistant

**EDUCATION**

2/2011 – 2/2012 **Sanford-Brown Institute**, Cranston, RI

*Medical Assistant Certificate Program*

* Dean’s List
* Perfect Attendance

**EXPERIENCE**

12/2011 – 2/2012 **Hasbro Children’s Hospital**, Providence, RI

*Medical Assistant*

* Obtained vital signs
* EKG’s
* CLIA Wave testing
* Checked patients in and out

4/2010 – Present **Adidas**, Wrentham, MA

*Sales Associate*

* Provide excellent customer service
* Greet customers entering the store to ascertain customer needs and wants
* Answer questions about the store and products while maintaining knowledge of current sales and promotions
* Maintain up-to-date knowledge of store policies regarding payments, returns, and exchanges
* Maintain positive attitude to ensure a memorable and pleasant shopping experience

5/2007 – 12/2008 **McDonald’s**, Woonsocket, RI

*Cashier*

* Perform cashier duties and accurately balance cash drawer after each shift
* Assist with cooking duties as needed

**SKILLS**

* Bilingual – English and Spanish
* CPR certified
* Experienced in Medisoft Billing software
* Knowledgeable of medical terminology and proper patient positioning
* Clinical and laboratory skills including: EKGs, Urinalysis, Vital signs, Phlebotomy, Hematology testing, drug administration and dosage
* Able to properly prioritize and meet deadlines

**VOLUNTEER** Participated in “College Crusaders” throughout high school

**ACTIVITIES**