***Javier Gomez***

1061 Carew Street Springfield, MA 01104 (413) 306-9601 [JavyG1061@yahoo.com](mailto:JavyG1061@yahoo.com)

***Profile***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committed and dedicated individual looking to secure a position as a medical assistant for personal growth and development in view of my vested interest in the field of nursing.

***Education***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_*

**Porter and Chester Institute,** Chicopee, MA October 2010 - January 2012

**Medical Assistant Certificate Program:**

\*Injections \*EKG \*Insurance Billing \*Taking Patient Vitals

\*Customer Service \*CLIA waved testing \*Phlebotomy \*Patient Scheduling

\*Medical Asepsis \*Faxing Prescriptions \*Pulmonary Function Test \*Documenting

**Monroe College,** Bronx, New York September 1999 – June 2001

**Associates Degree in Office Technology**

***Employment History***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comprehensive Family Medical Care P.C.**  Springfield, MA October 2011 –January 2012

**Medical Assistant Externship**

\*Assist medical provider with the following: Greeting patients, vital signs, flu vaccinations, EKG, holter monitor, scheduling appointments, documenting, filing, faxing prescriptions to pharmacy.

**Doherty, Wallace, Pillsbury & Murphy P.C.** Springfield, MA January 2004 –February 2012

**Mail Room/Copy Room Manager: Spanish Translator**

\*Assist attorneys and paralegals with copies, faxes and other tasks such as answering the phone, sorting and placing postage on incoming and outgoing mail, filing documents in Court houses, recording residential and commercial deeds in the registry of deeds office, housing court, banking. Translated for Spanish clients.

**First Notice Systems,** Springfield, MA September 2002 – October 2003

**Data Entry Specialist**

\*Assisted data entry of automotive, home and liability insurance claims into the computer system to be processed.

**Merrill Lynch c/o Securitas,** New York, NY October 2000 – September 2001

**Security Officer**

\*Secured entrance of Merrill Lynch and surroundings of the World Financial center, access control of the World Trade Center.

**Jacobi Medical Center,** Bronx, NY March 2000 – June 2000

**Secretary Assistant**

\*Assisted secretary in the nurse recruitment office, answered telephone, greeting applicants and performed clerical duties.

***Training/Certification***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*CPR certification from the American Heart Association

\*Trained in both OSHA and HIPAA guidelines

\*Proficient in Microsoft Word, Excel, Corel WorldPect, Access, PowerPoint and Omni Page

\*Types 60 WPM accurately