**Anjuli Freeman**

368 Halladay Drive, West Suffield, CT 06093

Home: 860-668-5640 Cell: 860-752-2916 [anjulirose@live.com](mailto:anjulirose@live.com)

**Education**

Branford Hall Career Institute, Windsor CT

Professional Medical Assistant, 2011 GPA **3.96**

**Courses & Skills:**

* Taking **medical histories** and recording **vital signs**
* Explaining **treatment procedures** to patients
* Preparing patients and assisting physician with **examination**, **treatments** and **minor office surgery**
* Instructing patients about **medications** and **special diets**
* Perform **urinalysis**, phlebotomy, venipuncture, **EKG**, capillary punctures
* Certified in **CPR/First Aid**
* Handle **billing** and insurance
* Scheduling **appointments**
* Answer phones and **receive patients**
* File and maintain **accurate patient files** and charts
* Make arrangements for **hospital** and **laboratory procedures**

**Experience**

**Connecticut Multispecialty Group, Granby, Ct January 2011 to April 2011 (extern)**

* Key data into computer to maintain office and patient records
* Prepare treatment rooms for examination of patients
* Interview patients, measure vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and record information on patients' charts.
* Clean and sterilize instruments
* Operate electrocardiograph (EKG) and other equipment to administer routine diagnostic tests
* Perform routine laboratory tests such as urinalysis
* Perform secretarial tasks
* Assist with wound care
* Prepare and send out pre-operative paperwork
* Perform vision and hearing tests

**Antonio’s Restaurant, Simsbury, CT** **June 1996 to Present**

* Hostess duties include placing customers for up to five servers ensuring steady workflow and efficient service
* Greet customers and take orders, paying close attention to customer dietary restrictions and special requests
* Work closely with kitchen and other support staff to complete orders, check accuracy, and deliver orders in a timely manner
* Responsible for all transactions including cash and credit
* Beverage service experience includes inventory, beverage area maintenance, and preparing beverage orders to customers specifications
* Train new staff members in all areas of restaurant operations
* Receptionist duties include: Receiving guests, answering phones, and accepting phone orders