**Nichole Delawrence**

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(860) 869-2381

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**Objective:** To obtain a responsible position where I may utilize my skills and

experience

**Education**: The Sawyer School

Medical Assistant/Secretary

Hartford, CT

Graduated/Certificate

Weaver High School

Hartford, CT

Graduated/Diploma

**Professional Skills**: Typing, EKG Technology

Word Processing, Medical Transcription

MediSoft, Medical Terminology

Filing, Vital Signs

Medical Billing and Coding Capillary Blood Tests

Urinalysis, Throat Culture

Microsoft Word, Records Management, Balancing Money

Processing Accounts, Packing Money, Data Entry

**Achievements**: Silver Certificate for Dean Vaughn Medical Terminology

CPR/First Aid Certified, Honors Certificate, Volunteer Basketball Coach for YMCA, Volunteer for the City Council Primary 2011

**Work Experience**: 01/10 - 08/10

Clinical Laboratory Partners

Laboratory Assistant

Data Entry, Prepare specimens for testing, Triage,stock supplies

10/07 - 10/08

Loomis and Fargo, Bloomfield, CT

Cash Services Teller/Vault Worker

Process Transactions for various banks, data entry, balance money

Pack money for banks/ATM machines

08/99 - 10/07

Waldbaums Foodmart, West Hartford,CT

Cashier/Front End Supervisor

Maintain cash transactions, Customer service, Inventory

04/06 - 06/06

Bank Of America

Data Entry Clerk

Input data into computer as it is received

11/04 - 02/05

Weaver High School, Hartford, CT

Medical Assistant/Externship

Taking vital signs, height and weight, charting records

Hemoglobin Tests, vision and hearing screenings

Filing charts and lab reports, Strep Tests

Created medication table on Excel

Urinalysis, signing students in and out, stocking exam rooms

10/05 - 01/06

FedEx, Willington,CT

Package Handler

Handle packages and organize packages to go to their destinations

03/02 - 07/02

Windsor Public Schools, Windsor, CT

Paraprofessional

Worked with Special Education students

Assisted teachers within classroom, supervised daily activities