# Stephanie Velazquez

21 Rodney Smith Circle

Indian Orchard, MA 01151

Cell: (413) 231-6220

[Stephanievelazquez45@yahoo.com](mailto:Stephanievelazquez45@yahoo.com)

# SUMMARY

Bi-Lingual Medical Assistant seeking a career in an Administrative and Clinical setting. Excels at teamwork as well as working independently. Takes pride in helping others and continuously strives to acquire new skills.

**EDUCATION**

**American Career Institute**, Springfield, MA **2011**

Medical Assistant Certificate

**MEDICAL ASSISTING SKILLS**

**Clinical Skills**

* Vitals Signs
* Sterilization Techniques
* Injection Techniques
* Chemistry Testing
* Urinalysis
* Phlebotomy
* Electrocardiogram
* Capillary puncture
* Venipuncture
* First Aid
* ABO Blood Typing
* Cholesterol/Strep/Mono testing

**Office Management Skills**

* Medical Terminology
* Medical Histories
* Medisoft
* Appointment Scheduling
* Medical Billing Procedures
* Medical Insurance Procedures
* Medical Insurance Claims
* HIPAA Knowledge

**VOLUNTEER:**

**Health Care Wellness Fair 2011**

* Vital signs
* Glucose testing

**EXTERNSHIP :**

**Concentra** **Center Operations Director:** Tara Meckes

140 Corando Drive (P) 413-746-4006 (F) 413-746-3230

Springfield MA, 01104