Sandra Davis

33 Bradford Drive Apt 6

West Springfield, MA 01089

413-363-2316

[segreen2010@hotmail.com](mailto:segreen2010@hotmail.com)

**OBJECTIVE**

To obtain a Medical Assisting position that will utilize both my Clinical & Administrative knowledge, as well as provide personal and professional growth.

**QUALIFICATIONS**

* Skilled in Vitals & EKG, Phlebotomy, Injections, well versed in Medical Terminology, Electronic Health Records, Medical Accounting, Medical/Surgical Asepsis, Appointment Scheduling, Telephone Triage.
* CLIA Waived Testing

**EDUCATION**

**Porter & Chester Institute, Chicopee, MA 4/2010-2/2011**

Medical Assisting Program

**EMPLOYMENT**

**Fairview Pediatrics, Chicopee, MA 3/2011-8/2011**

Certified Medical Assistant

Responsibilities included scheduling appointments, checking in/out patients, vitals, urinalysis, proper chart documentation, transition to EHR, answering phones, drawing up inmunizations, throat cultures, dealing with trauma situations, triage, following office protocol, worked closely with multi physicians, helped in phlebotomy draws

**Holyoke Associates & Internal Medicine, Holyoke, MA 1/2011-2/2011**

Medical Assisting Externship

Employed as a Medical Assisting Extern for a busy Internal Medicine practice. Responsibilities included but not limited to, recording patient vitals, EKG’s, injections, E-Script, urinalysis, proper chart documentation, throat cultures, PPd’s, A1C testing, phones, filing.

**Pride Convenience, Springfield, MA 2/2009-6/2009**

Store Manager

Responsibilities included money management, lead and supervise up to six staff members while maintain quality customer service for a 24 hour store. Maintain and organize store supplies, maintain safe and clean working environment.

**AC Moore, Holyoke, MA 10/95-4/08**

Sales Associate, Department Supervisor

Responsibilities included quality customer service, merchandise ordering, and maintaining safe and clean working environment, lead and supervise within two departments, money management.

**TRAINING & CERTIFICATIONS**

* AAMA certified as of February 2011
* CPR/BLS Certified through The American Heart Association.
* Trained in both OSHA and HIPAA

**REFERENCES AVAILABLE UPON REQUEST**