

# Heather Butler

3700 E Hwy 85 Apt 9105  
Ennis, TX 75119  
(469) 245-5469  
heatherbutler600@gmail.com

## Experience

December 2018 - January 2019

### **Phillips Family Medical, Desoto TX** (*Externship*) - Medical Assistant

- Clinical in office (EKG, Phlebotomy, Injections, Vital Signs, Minor Lab Testing, Patient Care & Education, EHR Systems (Quest Quantum), Front Office Procedures)

March 2015 - October 2018

### **Jtekt Automotive, Ennis TX** - *Technician*

- Assembly line technician automotive steering supplier
- Inventory Knowledge and Standard work procedures
- 5S ( Sort, set in order, Shine, Standardize, and Sustain)
- Quality QC circles tackles problems and makes the situation better

May 2012 - August 2014

### **Teletech, Ennis TX** - *Customer Service Representative/Receptionist*

- Knowledgeable in Health Insurance (Policy Information, COB benefits)
- Handled billing (ACH set up, Reimbursement, Cash handling)
- Front office clerical duties (Multi-phone lines, transferring calls, answering/replying to email/fax)

## Education

October 2018 - January 2019

### **Training Academy 4U, Ferris TX** - *Medical Assistant*

- CPR certified

March 2018 - May 2018

### **Navarro College, Waxahachie TX** - *Certifications*

- Pharmacy Technician
- Adult Education and Literacy Boost Requirements

## Skills

- Knowledgeable in Safety/OSHA/HIPAA
- Excellent written and verbal communication
- Computer Skills (typing 50 wpm, Microsoft word, excel and outlook)
- Knowledgeable about medication
- Visual Exam
- Minor Lab Testing
- Ear & Eye Irrigation
- Audiometry
- Vital Signs
- EKG
- Phlebotomy
- Injections
- Suture & Removal
- Patient care and Education
- Front Office Procedures
- EHR Systems
- Spirometry
- Pediatric Care