

# **Janae Moreno**

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**Professional Summary :** Seeking employment as a Medical Assistant in a medical center that needs exceptionally talented professional with strong ability to demonstrate my medical skills.

## **Skills**

- Charting - Vital signs
- Phlebotomy - CPR

## **Experience**

2016 - 2017

**Methodist Charlton Medical Center .Dallas, Tx - *Patient care Technician***

- Monitoring Vital Signs.
- Assist Nursing staff in administering basic treatment .
- Assist patient in everyday needs
- Monitor glucose levels.

2016-2017

**Methodist Charlton Medical Center .Dallas, Tx- *Clinical Secretary***

- Enter patients information in system .
- Create Patient charts
- Schedule Appointments
- Discharge patients.

## **Education**

JUNE 2016

**Ferris High school, Ferris , Tx - *High School Diploma***

August 2016

**Medical Professional Institute LLC , Red Oak , TX - *Certification***

**Medical Administrative Assistant**

**Phlebotomist**