

AYONA LABREW | E: alabrew20@gmail.com | A: Dallas, Texas 75201 C:
(803) 357-9603

OBJECTIVE | Experienced and motivated individual desiring employment that will utilize extensive knowledge of diverse customer services. I am a dependable, responsible contributor committed to excellence and success. Healthcare and retail with over 6 years' experience in healthcare. I have 8 years of Customer Service.

SKILLS & ABILITIES |

- BLS certification
- Patient care.
- Vital signs measurement.
- Scheduling.
- Appointment setting.
- Injections with assistants
- Patient preparation.

EXPERIENCE | **Front Office Medical Assistant/Receptionist**
Blackburn Woolfolk Dermatology - Dallas, Texas
05/2018 to 03/2019

- Check out all outpatients
- Collect and verify insurance
- Take all payments regarding office visit
- Log and chart all diagnosis using out in house system

Patient Flow Coordinator/Radiology Department
Palmetto Health Richland- Columbia, South Carolina
08/2016 to 05/2018

- Check in/out all patients
- Schedule inpatient/outpatient for exams and surgeries
- Coordinate with Radiologist on call reports
- Clerical duties for all modalities of Radiology
- Upload all outside images and films
- Answer all calls for the Radiology department

NCT Medical Assistant/Medication Technician
Generations of Irmo – Irmo, South Carolina
04/2016 to 05/2017

- Assessed need for, ordered, obtained and interpreted appropriate lab tests.

- Experience with various medical conditions including Parkinson's, Dementia, Diabetes, Cancer, Alzheimer's and Paget's disease.
- Chronic patient care, adeptly handling all aspects of treatment from medication to wound care to monitoring for 18 patients per shift.
- Closely monitored acute conditions.
- Assisted with ADL's which included bathing, laundry, grooming and bathroom necessities.
- Take vital signs of patients.
- Clean and change catheter bags.

Administrative Assistant

Labor Licensing and Regulations – Columbia, South Carolina

02/2015 to 02/2016

- Managed office supplies, vendors, organization and upkeep.
- Helped distribute employee notices and mail around the office.
- Screened all visitors and directed them to the correct employee or office
- Answered and quickly redirected up to 100 calls per day.
- Opened and properly distributed incoming mail
- Print out professional licenses for clients

Summer Internship for Project Assistant

Blue Cross Blue Shield – Camden, South Carolina

05/2014 to 08/2014

EDUCATION

University of Texas at Arlington - Arlington, Texas

- Bachelor of Science Nursing - 2018 - December 2019

South University - Columbia, South Carolina

- Bachelor of Science Nursing - 2015 - 2017

Irmo High School - Columbia, South Carolina

- High School Diploma - 2012