

Kierra Otis

Cashier - Walmart Supercenter

Lancaster, TX 75134

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504-261-3090

Seeking a position in Medical Assistant that allows me to utilize my outstanding customer service skills and skills in administration as well as my recent medical training to provide excellent patient care in the healthcare facility.

Authorized to work in the US for any employer

Work Experience

Cashier

Walmart Supercenter - Red Oak, TX

January 2017 to Present

- Provide great customer service to customers
- Stores food in designated containers and stored areas to prevent spoilage and responsible for back up inventory shelf stocking.
- I help solve billing problems and responsible for balanced cash draws at midnight.

Scribe/Medical Assistant

URBAN HEALTH SYSTEMS - Dallas, TX

February 2018 to June 2018

I assisted patients to their assigned room

Check in/ Check out patients to the clinic, scheduled follow up appointments, secure billing.

Assisted with Intake for new patients

Transcribed for the Physician while he did his daily check in on patients.

Teacher

Little Learner Learning Center - Lancaster, TX

July 2016 to January 2017

- Attended children in their grooming in health and personal habits.
- Engaged the children in interesting activities like painting, songs, drawing and multiple health oriented tasks.
- Helped out and guided the children in their daily routine like eating, sleeping, and learning.

Host

Logan's Roadhouse - Lancaster, TX

November 2015 to June 2016

- Accompanied people to tables
- Take to-go orders over the phone
- Controlled billing problems as of giving out change and handling customer inquiries.

CERTIFICATION/LICENSES:

Education

Certification in Medical Assistant

PCCenter - Dallas, TX

February 2017 to April 2018

High School Diploma

Salmen High School - Slidell, LA

August 2011 to May 2015

Skills

Microsoft Word, Excel, Medical Billing & Coding, ICD-9, ICD-10 Diagnostic codes, Vital Signs, Medical Office, Scribed for a doctor

Certifications/Licenses

First Aid CPR AED

September 2017 to September 2018