

# Janae Moreno

Ferris, TX 75125

morenojanae13@gmail.com - 8177245520

Seeking employment as Medical Assistant in a medical center that needs exceptionally talented professionals with strong ability to demonstrate my medical skills.

## WORK EXPERIENCE

### **Patient Care Technician**

Charlton Methodist Hospital - Duncanville, TX - October 2016 to April 2017

Cleaning patient

Pulling lvs

Cleaning room

Baths

Vitals

Blood sugars

Phlebotomy

### **Secretary/Receptionist**

Charlton Methodist Hospital - Duncanville, TX - October 2016 to April 2017

Put patient into the system

Discharge patient

Create charts put together

Set up appointments

## EDUCATION

### **Diploma in Medical Professional Institute**

Ferris High School

2016

## SKILLS

Charting (Less than 1 year), Vital Signs (Less than 1 year), Phlebotomy (Less than 1 year), EKG (Less than 1 year)

## CERTIFICATIONS/LICENSES

### **CPR**

March 2016 to March 2018

### **Certified Medical Administrative Assistant (CMAA)**

August 2016 to August 2018

### **Certified Phlebotomist**

September 2017 to September 2019