

Kenya Campbell

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Work Experience

Medical Assistant

Zeid Women's Health Center - Longview, TX
November 2018 to Present

Virals
injections
blood draws
documentation

Medical Assistant

Mercy Medical Center - Wylie, TX
May 2018 to Present

Triage patients
Lab orders
Phlebotomy
Discharge
EKG
Medical records retrieval
Appointment scheduling
Prior authorization
Medication reconciliation
Prescription e-scribe
E-scribe

Medical Assistant

City Doc Urgent Care - Dallas, TX

Triage patients
Schedule appointments
insurance verification
check in/out
Shipping and Transport of Regulated Biological training.

Medical Assistant

Planned Parenthood - Plano, TX
March 2017 to September 2017

Triage patients
Counsel patients
Schedule appointments
E scribe medication

Injections
Blood draws
Birth control counseling

Certified Medical Assistant

Ancor Health - Longview, TX
February 2017 to March 2017

Triage patients
Administer vaccines and medications
Obtained medical records from hospitals
Blood draws
Perform PKU test
Maintain cleanliness of exam rooms
Perform all CLIAA waived testing
Enforce HIPPA

Caregiver

Private - Henderson, TX
October 2014 to November 2016

Assist client with nightly routines.
Showering
feeding
administer medications
Laundry
Errands
And complete a nightly survey

Sales Associate/Cashier/Customer Service

Kay's Jewlers - Longview, TX
September 2014 to March 2016

Responsibilities
Present customers with jewelry best that described the person they were purchasing for.
Cashier
Jewelry cleaner
Appraisals
Custom designs

Accomplishments
Always met sales goals

Skills Used
Positive attitude.
Listening skills
Understanding the customers wants and needs

Payroll Administrative Assistant

Halliburton - Kilgore, TX
December 2015 to February 2016

Responsibilities

- Audit expense reports
- Enter in time from time sheets
- Send emails for audit corrections to supervisors
- Mail expenses
- Enter time with correct codes

Skills Used

- Fast typing
- People skills
- Mathematics

Leasing Consultant

Regency Park Apartments - Longview, TX
May 2015 to August 2015

Responsibilities

- Show property
- follow up calls
- submit work orders
- income and rental verifications
- take payments
- customer service

Accomplishments

- closing leases

Skills Used

- great customer service
- seeking prospects needs
- great listening skills

Call Center Agent

Convergys - Longview, TX
April 2013 to October 2013

Responsibilities

- Answer more than 50 calls per day
- Assist customers with cell phone accounts
- Add and remove features to customers account
- Maintain customer confidentiality
- Verify customers' identity
- Assist customer with billing and payment options
- Create payment arrangements
- Sell company products on every call
- Processed equipment orders

Accomplishments

- Always met sale goals

Skills Used

Building rapport with customers calling in to be able to offer them our latest features. Learning what the customer could be interested in makes it easier to close a sale

Loan Officer/Loan Processor

Thrifty loans - Henderson, TX

February 2013 to October 2013

Responsibilities

Process and renew loans

Review loan applications

Created company advertising

Approve loans

Verified employment and banking information

Debt collections and consolidation

Cashier

Accomplishments

Fast but accurate pace

Making sure the customer understands all terms and conditions of the loan and it's payments.

Skills Used

listening

Understanding customers needs

Receptionist

Jones reality - Dallas, TX

September 2007 to May 2011

Responsibilities

Answered phones

Created data base

Set appointments

Prepared general correspondence, typing and proofreading documents

Processing work requests

Prepare simple loan applications

Client contact

Updated rental properties

Accomplishments

Finding the perfect property with the details clients shared with me.

Skills Used

Listening

Understanding

Great knowledge of inventory

Education

Medical assisting in Allied health

Vista College - Longview, TX

March 2016 to March 2017

Skills

CMA, Phlebotomy, Pediatrics, Vital Signs, EMR, Injections, Patient Care, EKG, Venipuncture, Medical Records, Scheduling

Certifications/Licenses

Medical Assistant