

Ms. Marlo Davis
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OBJECTIVE

To obtain a long-term position to enhance my knowledge and experience.

EDUCATION

Ogle Skins Hair and Nails Dallas, Texas

September 2013- August 2014

Esthetician

Sanford Brown Institute Dallas, Texas

July 2004- September 2005

Certified Medical Assistant August 2009

EXPERIENCE

● **Methodist health System** Dallas, Texas

Clinical Coordinator May 2012 – Present

Responsible for entering data, read and verify documents input physicians orders. Admit/discharge patients as well as greet patient and visitors. Give customer service to a diverse group of people.

● **Homeward Bound** Dallas, Texas

Unit Clerk June 2008-July 2011

Distributed medicine; assisted clients in walking them to meal times; retrieved any property or products clients may have needed; conducted follow ups on clients after leaving treatment. Supervise certified medical assistants and technicians; audit charts and send them to medical records in a timely manner; assist certified medical assistants as may be needed.

● **Medical Edge Healthcare Group** Dallas, Texas

Lab Processor December 2005- June 2007

Processed patient's lab work from various physicians; maintained a daily log of all processed specimens; prepared specimens for inside/outside pick- up and delivery; answered calls from physicians about patients lab work.

● **Travelocity/ Sabre Holdings** Irving, Texas

Voice Agent August 2003- December 2005

Responsible for incoming calls from customers making reservations to book hotel accommodations; maintained a daily log of all booked reservations and service fees; also responsible for canceling reservations as well as customer service regarding hotel's information and billing questions. Upgrading hotel accomodation .

Freelance Make up Artist since 2002