

Simone Washington

Lancaster, TX 75134
(214) 245-9173
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Skills:

- CPR/BLS
- OSHA/HIPPA
- EKG
- Patient/Family Communication
- Vitals
- Injections
- Urine analysis
- Direct Patient Care
- Microsoft (Office)
- Order Entry
- 10 Key Data Entry
- Customer Service
- Filing

Education:

Brightwood College

Medical Assistant

Arlington, TX

Graduate June 2018

Rowlett High School

HS Diploma

Rowlett, TX

Graduate Feb 2009

Employment History:

LoCascio Care Clinic

Medical Assistant

Dallas, TX

Apr 2018 – June 2018

- Externship Completed – 200 Hours On-Site
- Measure and Obtain Vital Signs
- Assisted Doctors with Visits
- EMR and File Management
- Scheduling Appointments
- Message Therapy

Willis Towers Watson OneExchange

CSR/Front Desk Assistant

Richardson, TX

Sept 2017 – Apr 2018

- Handle all inbound calls for Medicare Participants
- Complete call logs
- General Office Work
- Maintains call center database by entering information.
- Keeps equipment operational by following established procedures; reporting malfunctions.
- Answers inquiries by clarifying desired information; researching, locating, and providing information.
- Research required information using available resources
- Identify and escalate priority issues

Lonestar Safety & Supply/Ritz Safety

CSR/Front desk assistant

Dallas, TX

July 2014- June 2017

- Managed daily Customer Service, Warehouse, Sales, Inventory & Finances.
- Assisted all walk-in customer sales
- Processed all incoming orders
- Conducted order follow ups, which includes communicating with manufactures, purchasing dept.