My goal is to commence a career in the healthcare field where I would be able to promote professionalism and exceptional service for my patients and evolve personally and professionally.

**EDUCATION**

Desoto High School- High School Diploma

Mountain View College- Associates of Science

El Centro College – Medical Assistant

Courses Including: Courses Including; CPR Certification, Anatomy & Physiology I & II, Medical Terminology, Biology, Microbiology, Chemistry, Composition I & II, Business & Technical Writing, BCIS

**PROFESSIONAL EXPERIENCE**

**MEDICAL ASSISTANT|** *Children’s Health Clinical Internship*  (Specialties including: Urology, Pulmonary, Gastrointestinal, Pulmonary, & ect)

* Prepare patient for examination and treatment; gather patient data regarding condition; takes vital signs such as blood pressure, temperature, respiration, height and weight and documents this information in the medical record.
* Obtains urine specimens from patients; receives and labels specimens from patients and verifies patient's information and transfers that information to specimen container. Facilitates transport of specimens.
* Prepares clinic area by stocking rooms with appropriate medical supplies; disposes of medical waste and cleans and maintains laboratory and examination room equipment.
* May assist with front office duties such as scheduling appointments, answering telephones, and gathering patient charts and information for appointment.
* May perform data gathering for prescription refills, pursuant to physician delegation. Limited to: removal of refill request from Voicemail, verifying current prescription in EMR, and forwarding refill message to physician using EMR.

**MATHEMATICS TEACHERS ASSISTANT |** *DeSoto Independent School District* **|** Dec. 2013– May. 2018

* Work in cooperation with Education Coordinator to develop a need based curriculum for the tutoring programs
* Plan, prepare and deliver instructional activities that facilitate active learning experiences
* Reinforce learning concepts to middle school aged children individually or in small groups in order to help those master assignments and state examinations
* Identify student weaknesses and select different instructional resources and methods to meet students' varying needs
* Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and state policies

**ADMINISTRATIVE ASSISTANT |** *Freedom Chevrolet* **I** Oct. 2016- Jan. 2018

* Develop pipeline of sales and business opportunity (partnerships, etc.) leads through networking, cold calling, and referrals
* Capability to communicate and work effectively with guests in a high-volume setting including on via telephone
* Create, maintain and measure the internet and business development processes for sales
* Process incoming and outgoing sales calls, schedule and follow up with appointments
* Complete and prepare credit applications and files to and obtain approval from finance sources on finance deals

**CUSTOMER SERVICE – WELCOME CALLING |** *Bank of America* **|** 2012 **–** 2013

* Placed outbound calls to customers to welcome them to the company
* Informed customers of various details and benefits of their new credit cards with us
* Answered customers question about new accounts