**Mayra Moreno**

119 Summerall LN. Red Oak , TX **(972) 965-1709**  [mayram327@yahoo.com](mailto:mayram327@yahoo.com)

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To secure a stable and challenging bilingual position in the medical field, which will utilize my knowledge and skills.

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

08/03 – 03/04 PCI Health Training Center 4.0 GPA Student Council Dallas , TX

June 2003 Ferris High School Diploma Ferris , TX

**EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

September / 2012 – current Ovilla Medical Clinic - Family Practice Ovillla , TX

**Head Medical Assistant**

* Order back office medical supply, maintain autoclave machine
* Record patient data prior to each visit, including vital signs, allergies, confirm medications
* Assist physician with in-office procedures as needed
* Process In office xrays and EKG’s
* Review labs / radiology studies with patents via telephone and or EMR
* Draw blood, give injections

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May / 2007 – September 2012 Dr. Marcia J. Oliveira M.D.- OB-GYN Dallas , TX

**Medical Assistant**

* Vital patients, draw blood, give injections
* Assist physician with in office procedures
* Order and organize medical supply
* Travel to satellite offices which included weekends

April / 2004 – April 2007 Infiinity Women’s Healthcare Dallas , TX

**Medical Assistant**

* Started position as intern then hired as back office Medical Assisitant
* Vital patients, draw blood , given injections as needed
* Scheduling, insurance verification, check in / check out patients