**Porsche L. Anderson**

**2817 Bonnie View Rd. Dallas, TX 75216**

**214-516-3575 • porsche.anderson7@gmail.com**

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**PROFILE Seeking a challenging position with high expectations. Detailed-oriented Administrative Assistant with a background in the healthcare field. Outstanding customer service skills and a proven ability to multi-task and handle responsibilities.**

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**EDUCATION Certified Medical Assistant CMA**

**ATI Career Training Center Dallas, TX Graduated 2006**

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**EXPERIENCE**

**Lead Phlebotomist / Operations Supervisor Dallas, TX**

**Talecris Plasma 1/16- Present**

Performing Venipuncture

Data Entry

Inventory

Donor Center Technician

Designated Trainer in all areas

Plasma Processor

**Data Entry Clerk**  **Dallas, TX**

**Ultimate Staffing 1/15-11/15**

Payroll auditing

Faxing

Answered incoming Calls

**Data Entry Clerk Irving, TX**

**Delta care Home Health Agency 2/13 – 9/14**

Performed administrative office task

Answered incoming calls

Processed patient information

Scheduled appointments

Performed billing task

**Medical/Administrative Assistant Desoto, TX**

**Medical Office of Benedict Olusola, MD 11/07 – 11/12**

Provided administrative support

Greeted and assisted customers

Answered incoming calls

Scheduled appointments

Filed medical records

Verified insurance carriers

Performed Patient care

Trained new employees

Prepared payroll hours

**Federal Reserve Bank Dallas, TX**

**Check Processor 5/06-10/07**

Identify/Verify Routing numbers

Check Packaging

Inventory

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**SKILLS** Microsoft Word Microsoft PowerPoint AS400

Microsoft Excel Medisoft Cradle Solutions