To Whom It May Concern:

Please find enclosed a copy of my resume for consideration as a candidate of positions within your organization. I hope you will find my experience of interest.

I feel that my special skills and training coupled with my work experience will prove to be of great value to your organization. In addition to my professional demeanor, I am honest, loyal and dependable. I also take much pride in the work I do and the organization which I represent.

I look forward to hearing from you soon to schedule an interview. If I can provide any further information or answer any question, please fill free to contact me at any time.

Thank you for your time and consideration.

Sincerely,

Jessica R. Dunn

Enclosures:

**OBJECTIVE**:

To obtain a premier position within a growth-oriented company that will provide a challenge and allow me to make use of my skills and capabilities for the success of my company.

**Skills**:

Patient vitals

Patient communication skills

Phlebotomist

Medical Receptionist

Electronic Medical Records

Medical Transcriptions

Injections

Medical Transcriptions

Patient scheduling

CPR/HIPAA/OSHA

EKGs

Sterilization Specialists

Typing 35WPM

Drawing blood

Injections

CPR certified

Microsoft Word

Excel

Customer Service Skills

**Education:**

Everest College

*Certified Medical Assistant*

David W. Carter High School

*Diploma* GPA: 3.0

**Covenant Clinic 06/2016-02/2017**

**NRCMA**

Room patient

Take vitals

Run any labs needed

Give immunizations

Enter labs

Schedule appointments

**PSMD 10/2015-12/2015**

**Medical Assistant Externship**

Cleaned and sterilize instruments and dispose of contaminated supplies

Scheduled appointments for patients

Greeted and logged in patients arriving at office or clinic

Contacted medical facilities or departments to schedule patients for tests and/or admission

Performed general office duties such as answering telephones, taking dictation and completing insurance forms

Conducted inventory and order medical, lab, and office supplies and equipment.

Performed routine laboratory tests and sample analyses

Set up medical laboratory equipment

Helped physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections

Interviewed patients to obtain medical information and measure their vital signs, weight, and height

**Dillard’s 8/2012-03/2016**

***Sales Associate***

Handles merchandise or cash handling functions as per corporate policies

Administers point of sale opening and closing procedures as per corporate policy

Exhibits high level energetic response to customers in store or on phone

Listens to customer’s needs, document and identify best response and solution

Communicates with customers and co-workers to ensure exceptional customer care through company documents

Welcomes customer professionally and efficiently

**Accomplishments**

**Dean’s List**

**President’s List**

**Perfect attendance**

**References available upon request**