**Tarquayla Donalson**

**To obtain a medical assistant, pct, or phlebotomy position in a hospital, physicians office or ambulatory clinic. I would be a great candidate for your office because, I am a great communicator, team player, and all around pleasant person. I look forward to growing in your company! Authorized to work in the US for any employer.**

Waxahachie, TX

[quayladavis07@gmail.com](mailto:quayladavis07@gmail.com)

469.337.6005

**Work Experience**

**Server/Bartender**

Tuscan Slice -

Waxahachie, TX April 2014 to Present

Greet guest with a smile and great customer service. Provided all needed dining services. Handled all cash, credit, debit, and check transactions. Served alcohol beverages. Performed inventory on all bar and alcohol items. Trained new staff for employment.

**Counter Manager**

**Clinique -**

Waxahachie, TX 2017 to 2017

Provided great customer service. Managed over counter sales. Performed makeup applications. Met all sales goals monthly, weekly, and daily. Attended all proper training seminars and classes. Performed all proper sanitation procedures. Handled all cash, credit, debit, and check transactions.

**Customer Service Associate**

**Jakes Wayback Burgers -**

Waxahachie, TX 2013 to 2014

Gave great customer service. Used POS for all ordering. Handled all cash, credit, debit, and check transactions

**Education**

NRCMA in Medical Assistant Medical Professional Institute, LLC - Red Oak, TX

NRCPT in Phlebotomy Medical Professional Institute, LLC - Red Oak, TX

High School Diploma Waxahachie High School - Waxahachie, TX

**Skills**

ICD-10-CM/CPT coding/billing, Schedule Appointments, Patient Reception, CMS-1500, Patient Referrals, Patient Documentation, Vital Signs, Specimen Collection and Preparation, Phlebotomy, Injections (IM, ID, and SC), EKG, Urinalysis, Urine Pregnancy Test, Glucose Screening, Vision Screening, Eye/Ear Irrigation, Pediatric Examination, Customer Service, Leadership Training, Leadership Development

Certifications/Licenses

**CPR & First Aid National**

**Certified Medical Assistant**

**National Certified Phlebotomy Technician**