Erica A. Goodwin

(414) 439-6089

[*Goodwiner85@gmail.com*](mailto:Goodwiner85@gmail.com)

I am sending this to show interest in the position you have available. I think I’ll be a wonderful asset for the following reasons:

* Skilled Medical Assistant and Phlebotomist
* Great with patient care
* Worked in the healthcare field since 2016
* Manager in previous jobs for 6 years
* Excellent customer service and works well under pressure
* Adaptable and efficient with positive optimistic attitude

I hope that I have given you enough reason to consider me as a qualified candidate for the position I know I’ll be a great asset and addition to the company.

*Sincerely,*

*Erica Goodwin*

**Erica A. Goodwin**

Dallas, TX

(414) 439-6089

Goodwiner85@gmail.com

**PROFILE**

Certified Medical Assistant and Phlebotomist. Skilled in Communication to provide excellent patient care. 6 years of customer service and management experience from retail. Seeking the opportunity to bring my acquired skill set to the exciting and growing healthcare industry.

**SKILLS**

* Injections
* Vitals
* CPR/First Aid
* OSHA Sanitation
* Training
* EMR
* Phlebotomy
* Patient Care
* Problem Solving
* Interviewing

**EDUCATION**

**Health and Medical Administrative services AAS March 2018**

College of Healthcare Professions

**Medical Assistant** **and Phlebotomy December 2016**

College of Healthcare Professions

**Clinical Laboratory Technician** **December 2015**

Milwaukee Area Technical College (Provost Honor Roll)

**WORK EXPERIENCE**

**Southern Medical Associates May 2017-Current**

*Allergy Technician*

* Injections
* Blood draws
* Mixing vials
* Patient care
* Skin test
* Cleaning
* Running UA
* Xrays
* Prior authorizations
* Rx refills
* Insurance verification
* Safety, Policy and Cleaning, Inventory, Reports, Administrative reports.

**DFW Asthma and Allergy center February 2017 – May 2017**

*Office Manager*

* Scheduling
* Answering phones
* Patient care
* Injections
* Skin test
* Inventory
* Collecting payments
* Insurance verification

**First choice Chiropractic November 2016 – April 2017**

*Office Manager*

* Cleaning
* Collecting payments
* Scheduling
* Answering phones
* Scheduling events and advertising
* Patient care and treatment

**Kroger July 2016 – April 2017**

*Back-Up Night Manager*

* Problem solving
* Customer Service
* Stocking: Loading and Unloading trucks
* Assigning Task
* Inventory

**Tom Thumb November 2015 – August 2016**

*Assistant Night Manager*

* Please see duties above

**Wal-Mart June 2012-December 2015**

*Food Support Manager*

* Problem Solving
* Customer Service
* Cash Handling
* Stocking: Ordering, Unloading and Loading trucks
* Interviewing, onboarding, training
* Assigning tasks to team