Ashley Valadez

| 549 W. Main Street Lancaster, TX 75146 | 214-962-7429 | ashleyvaladez15@Gmail.com |
| --- |

# Objective

| Seeking a full-time medical assistant position at a hospital or clinic. Looking to utilize extensive administrative experience and knowledge of medical billing in a medical at a hospital or clinic. |
| --- |

# Skills & Abilities

| * Knowledgeable of Microsoft Word and PowerPoint * Strong written communication skills, including the ability to listen carefully and accurately transcribe verbal communications on a real-time basis * Ability to work well in a critical environment and be detail oriented * Ability to work closely with medical professionals during interactions with patients in a hospital or clinical setting * Ability to multi-task, manage details and organize efficiently and effectively * Effective verbal and written communication skills and the ability to present information clearly and professionally * Strong communication skills |
| --- |

# Experience

|  |  |
| --- | --- |
| 08/2016-06/2017 | Home health care provider, Starr Home Health Agency   * Provided **ALL** the basic home care for patient |
| 01/2010-03/2010 | Customer Service Agent, Convergys’s  . Provided DTV customer with information regarding DTV account, made appointments for tech worker, took payments, promoted new services, and started new services for new customers. |

# Education

| 01/2012-04/2012  05/2018-  10/2019 | High school diploma, Dallas, TX, New Beginners Preparatory  Ultimate Medical Academy (Associates Degree) Healthcare Management |
| --- | --- |