Self-motivated with outstanding office management and multi-tasking skills and years of caring for others, seeks employment within a reputable professional environment.

**~~SKILLS:~~**

* ~~Medical Office Management~~
* ~~Patient Scheduling~~
* ~~Patient Education~~
* ~~HIPPA & JCAHO Knowledge~~
* ~~PX2 Training~~
* ~~Medical Record Management~~
* ~~Data entry (65wpm)~~
* ~~Bookkeeping & Filing~~
* ~~Taking Patient Vitals & Testing~~
* ~~Blood Draws & Injections~~

**~~EDUCATION:~~**

**~~ATI Career Training Center~~****~~January 2010 – August 2010~~**

* ~~Registered Medical Assistant~~
* ~~CPR & First Aid Certified~~

**~~PROFESSIONAL EXPERIENCE:~~**

**~~Senior Case Assistant~~****~~September 2014 – Present~~** ~~Salvation Army Arlington, Arlington, TX~~

* ~~Prescreen Applicants for Homeless Services~~
* ~~Maintain and Archive Shelter Waiting List~~
* ~~Facilitate Ongoing Training of Staff, College Interns , and Volunteers~~
* ~~Process Inventory of Financial/ In Kind Donations~~
* ~~Data Entry /Assessment Entry in Homeless Database~~
* ~~Assist in City Grant Audit Preparations~~
* ~~Assist Shelter Director as Needed~~
* ~~Answer Phones & Provide Referral Resources~~

**~~Certified Medical Assistant~~****~~September 2013 – March 2015~~** ~~Snelling Medical Staffing,~~~~Dallas, TX~~

* ~~Medical Triage in Fast Paced Environment~~
* ~~Administrative and Scheduling~~
* ~~Maintain Safety and Sanitized Environment~~
* ~~Record Patient Histories and Accurate Medical Information~~

**Medical Aid/ Caregiver** **March 2011 – January 2013** Agape Personal Care Home, Dallas, TX

* ~~Care for Bipolar and Schizophrenic Clients~~
* ~~Administer Routine Medications~~
* ~~Prepare three daily meals~~
* ~~Assist with bathing, changing diapers~~
* ~~Assist in Activities of Daily Living~~
* ~~Plan activities and Health Education~~
* ~~Assist in Client Exercise Regimen~~

**Certified Medical Assistant August 2010 – October 2010** Modern Back and Neck Clinic, Dallas, TX

* ~~Front Desk and Administrative Tasks~~
* ~~Answering phones and Collect Payments~~
* ~~Collect Vitals and Medical Histories~~
* ~~X-Rays~~
* ~~Maintain Patient Charts~~
* ~~Scheduling Appointments~~

**Office Assistant October 2007 – September 2009** AGAPE Financial Services, Cedar Hill, TX

* ~~Organized Financial Loan Processing documents for non-profit business~~
* ~~Administrative Support to Financial Director~~
* ~~Data Entry and 10 Key~~
* ~~Coordinate Office Deliveries and Supply Inventor~~

**Office Assistant June 2004 - August 2007** Sedgewick County Health Department, Wichita, KS

* ~~File Patient Health Charts~~
* ~~Answer Phone Calls~~
* ~~Call and Remind Patients of Appointments~~
* ~~Data Entry~~