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| Jasmine Howard |  |
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| 214-554-6106 ▪ jasminenhoward23@gmail.com ▪ |  |

**Objectives**

To secure a position that allows thought for a potential career growth, and to be given the opportunity to use my skills for training and advancement. **Skills:**

* Typing 45 wpm
* Faxing
* Copying
* 10 key by touch
* Charting,
* Computer Applications- ex: Microsoft Word, Power Point and Excel

**Certification:**

* Concorde Career Institute
* Medical Assistant Program
* NAHP/ NRCMA
* Certification #- 89673
* 2011 Graduate

**Experience:**

**July 2017- Present Self-Employed Dallas, TX**

**Self employed as a Licensed Class A Barber.**

**May 2016- July 2017 Texas Barber College Dallas, TX**

**Student Barber/ Class A Barber-** Customer service. Daily routines of disinfecting, sanitizing, and decontaminating barber tools and equipment. Theory class to apply the knowledge to be gained from the textbook portion of the program. Salon and Barbershop duties.

**February 2014- October 2016 Texas Regional Medical Center Sunnyvale, TX**

**Medical Assistant/Patient Care Tech**- Caring for 6-14 patients at a time on a single hall. I assist with bathing, feeding, vitals, charting, and medications. Assist with all patient care. Also assisted with psychiatric patients as well.

**May 2015- December 2015 Concentra Urgent Care Dallas, TX**

**Medical Assistant/ Front Office**- Front office duties including, answering phones, checking patients in and out, verifying insurance, scheduling appointments, providing medical information, rooming patients by priority. Faxing, copying, filing, are also front office duties. My back office duties included giving injections, blood draws, breath alcohol and drug testing, rooming and triaging patients, and assisting the Doctor with any lacerations or typical patient care. Over 150 plus patients a day.

**April 2013- December 2013 Parkland Hospital/ER Dallas, TX**

**Medical Assistant/patient Care Tech**- Caring for 15+ patients a day. Taking vitals, assisted with feeding (at times), injections, blood draws and all patient care. Also assisted with psychiatric patients as well.

**References**: Upon Employer request