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| Career Snapshot   * 6 years of effective Client Relations, Medical Office Administrative duties * Extensive knowledge of computers software & programs with Office Proficiency Assessment   **Certifications & Awards**  Certified in First Aid & CPR,  Medical Assisting  TMB Nct-X-ray  Computer Skills  Word,Excel,PowerPoint, Access, Outlook, EMR  Mission Statement  To provide excellent customer service.  **Education:**  NCT Training Performance Masters Garland, TX  Northeastern College,  ECG/Patient Care Technology  Certificate of Proficiency in Phlebotomy  Pre-Requirements for Nursing Program2012 Certified RSB Nursing Assistant Training Program  **Interests:**  Praise Team Member-St. John Full Gospel Sunday School Teacher  **Linnie Lutton**  (870-549-0618)  [linniebell@att.net](mailto:linniebell@att.net) | **CAREER OBEJECTIVE**  X-ray tech, seeking a fulfilling career as a team participant within an organization where my dedication, education, diverse experience, love and passion for health, children and family can be maximized for providing premium patient care.  **SKILLS INCLUDE**   |  |  |  | | --- | --- | --- | | * Medical Office Front Office * Medical Billing & Coding Knowledge * Creating Medical Charts and Maintaining Medical Records * Bookkeeping & Filling * Patient Scheduling & Education * Administrative Duties | * Microsoft Proficient * Taking & Recording Patient Vitals * Phlebotomy, Injections, IV’s * Data Entry (55 WPM) | * Bandages & Casting * CPR/First Aid * X-Ray (digital & processing) * Knowledge of HIPAA & JCAHO * Insurance Verification & Billing |   **PROFESSIONAL EXPERIENCE**  2018- Windsor Garden Rehabilitation Center- Lancaster,TX  2014-2016- Absolute Care Management-Osceola, AR.  Personal Care/Medicine Assistance/Housekeeping  2012-2013-Osceola Therapy Living Center- Osceola, AR.  1978-2012 American Greetings- Osceola, AR.  Order Filling Assembly/Material Handler/Machine Operator the clinic.  **REFERCE UPON REQUEST** |
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**337 Creekwood Drive Lancaster, Texas 75146**