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| 211 Barbara Way  Red Oak, TX 75154 |  |  | 214-612-8299  [Sgonzalez@ferrisisd.org](mailto:Sgonzalez@ferrisisd.orgm) |

Stephanie Gonzalez

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| **Objective** | To obtain a position as a bilingual medical assistant that will allow me to utilize my skills, establish my career, and grow with your practice. |
| **Experience** | July2017-Current Ferris Intermediate School  **School Nurse**  2013- Feb 2017             Ovilla medical clinic             Ovilla,Tx  **Medical Assistant**  • Vital Signs, EKG, drawing blood, X-rays and injections  • Triaging patient calls  • Sending patients’ prescriptions, authorizing prior authorization and much more.  2012-2013​Trinity Women’s Center ​Dallas, TX  **Medical Administrative Assistant**  • Answering and transferring patient calls  • Verifying insurance and collecting payments  • Scheduling appointments |
| **Education** | 2011​Sanford Brown College​Dallas, TX  • Medical Assistant Certificate  • CPR |
| **Key Capabilities** | Self-motivated, responsible, dependable, productive, and attentive to detail. Exhibit maturity in difficult situation; exercise practical judgment; maintain effective performance. |
| **Skills** | Administrative Skills-Medical Office Procedures, Health Insurance Claims Processing, SOAP Notes, Management, Customer Service, Medisoft. Proficient in Microsoft Office (Word, Excel, Power Point and Publisher) Clinical Skills-Assessing vital signs, assisting in Physical Examination, EKG, clinical asepsis, phlebotomy, injections, urinalysis and specimen collection. |
| **References** | Available upon request |