Alexis Alexander, NRCMA

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Personal Profile

A very observable individual with experience in fast-paced environments works well under pressure with initiative towards starting tasks. A goal-oriented person that loves to accomplish all the goals I have set for myself, I work responsibly with others as well as on my own

Also knowledge in the following areas:

* EKG, Telephones, Messaging, Medication refills,
* Vital signs using manual and digital instruments, multitasking
* Pediatric measurements and administration of medications.
* Injections, Phlebotomy procedures, Computer Inputs
* Ensure to provide a clean and safe environment for patients.
* Phlebotomy procedures, Customer Service, Patient Demographics

Education

**Concorde Career College**, Dallas, TX

Medical Assistant Diploma, ***May 2016 Graduate***

Externship

**Desoto Medical Clinic (Externship) Apr 2016-Jun 2016**

***Medical Assistant***

* Vital signs, injections, venipuncture, Billing, appointment scheduling, referrals, and
* Assisting patience with blood pressure**,** assisted with therapy exercises
* Roomed patients, patient feedback on progress
* Giving messages for therapy,Cleaning exam ro1q`oms
* Glucose testing, urinalysis, EKG, EMRs
* Lifting patients to their feet/ helping get into facility vehicles

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| **Professional Experience** |

**Optum Rx Mail Order Nov 2015 – Apr 2016**

***CSR Advocate***

* Customer service skills, telephone answering approximately 30 per day
* Created patient accounts input medications
* Refilled Medications, basic billing and reimbursement , and HIPAA procedures
* Giving very brief information on insurance, answered and transferred telephone calls

**Nielsen Radio Ratings**

***Research Interviewer*  Feb 2016 - Oct 2016**

* Outbound calls
* Interviewing people willing to do a radio survey
* Send out diary recording books

**Pandora Jewelry (Pro Staff)**

**Nov 2016 – Feb 2017**

* Inbound calls
* Ordering jewelry the customers are interested in
* Checking out customers taking payments
* Removing holds on orders
* Replacing damaged or lost merchandise
* Tracking orders, and canceling orders

**South Loop 12 Medical Clinic**

***Medical Assistant* Jan 2017 – Aug 2017**

* Vital Signs, Blood Draws, Injections, TB Test
* Ear cleanings, Lab Work, EKG, Counted supplies
* Assisting with well woman exams, Stocked rooms
* Cleaning Exam Rooms, Rooming Patients
* Updating medical records and patient demographics
* Mostly worked in pediatrics, adults as well

**Willis Towers Watson Jun 2018 - Dec 2018**

***ADP***

* Inbound Calls
* Collecting personal information
* Filling out Medicare applications for seniors
* Handling irate customers