**Lakita Shavers**

Phone: 469-583-2528 Email: Kita.williams11@yahoo.com

# Objective

* My occupational objective is to be an asset to a company utilizing my diverse work experience and incorporating quality, efficient teamwork and service and to utilize my skills as a Medical Receptionist and expand my knowledge in the medical field.

# Education

## Remington College dallas, Tx 2005

**Certification 2005**

* Medical Assistant

# Experience

***North Texas Perinatal Associates***

***Medical Receptionist 09/2011-07/2015***

-Answer phones

-Checkin/out

-Schedule Appointments

-Insurance Verification

-Referrals

-Prior Authorization

-Rooming Patients

***Lancaster Nursing and Rehabilitation Center***

***Certified Nurse Assistant 12/2015***

-Prepare food

-Monitor Patients

-Assists with personal tasks

-Complete physical exams