**OBJECTIVE:**

A reliable, organized and hardworking individual seeking a position as a **Bilingual Certified Medical Assistant.** Responsible and dedicated individual with strong work ethic seeking an opportunity in a growth oriented facility

**EDUCATION:**

PCI Health Training Center Graduate

Dallas, TX

Dallas Can Academy Graduate

Dallas, TX

**PROFESSIONAL EXPERIENCE:**

**First Convenience Bank** 06/16 – 02/17

Dallas, TX

**Personal Banker:** Follow the established policies in accordance with the banking procedures. Met and exceed productivity goals, Processed deposits and recorded all transactions accurately, a balanced cash drawer, Processed and verified all cash and checks for deposits according to back procedure, Sold and prepared money orders, cashier’s checks, bank-to-bank wires etc.Cross-sell bank services and products, provided bank services to a diverse customer base including a large Spanish speaking population, provided translation services, perform other tasks requested by supervisors as they relate to the bank and its functions.

**Cure with Care Medical and Dental** 07/18 – Present

Irving, TX

**Medical Assistant:**Answer office phones and schedule appointments, Greet patients and prepare them for examinations, Obtain patient medical history and vital signs, Assist physician during patient examinations, Perform routine laboratory tests and administer injections, Explain treatment procedures, medications, special diets, or doctor’s instructions, Perform electrocardiograms or other diagnostic tests, Authorize drug refills and provide prescription information to pharmacies

**CLINICAL SKILLS:**

OSHA Regulation CPR Certified Capillary Sticks

Vital Signs Dosage Calculations EKG

Chief Complaint Glucometer Blood Smears

Venipuncture Urinalysis Injections

Triage Sterilization ESR

Microscope Patient Education Visual Acuity

Strep Test Pediatric Dosage First Aid

**ADMINISTRATIVE SKILLS:**

Phone Skills Computer Skills Collections

Medisoft Medical Terminology HIPAA

Scheduling Medical Ethics EOB

ICD9/10/CPT Coding Insurance Verification EHR

Coping and Stress Record Management Billing