My goal is to commence a career in the healthcare field where I would be able to promote professionalism and exceptional service for my patients and evolve personally and professionally.

**EDUCATION**

Desoto High School- High School Diploma

Mountain View College- Associates of Science

El Centro College – Medical Assistant

Courses Including: Courses Including; CPR Certification, Anatomy & Physiology I & II, Medical Terminology, Biology, Microbiology, Chemistry, Composition I & II, Business & Technical Writing, BCIS

**MEDICAL ASSISTANT|** *Children’s Health Clinical Externship*  (Specialties including: Urology, Pulmonary, Gastrointestinal, Pulmonary, & ect)

* Prepare patient for examination and treatment; gather patient data regarding condition; takes vital signs such as blood pressure, temperature, respiration, height and weight and documents this information in the medical record.
* Obtains urine specimens from patients; receives and labels specimens from patients and verifies patient's information and transfers that information to specimen container. Facilitates transport of specimens.
* Prepares clinic area by stocking rooms with appropriate medical supplies; disposes of medical waste and cleans and maintains laboratory and examination room equipment.
* Front office duties such as scheduling appointments, answering telephones, and gathering patient charts and information for appointment.
* Gather data for prescription refills, pursuant to physician delegation. Limited to: removal of refill request from Voicemail, verifying current prescription in EMR, and forwarding refill message to physician using EMR.

**PROFESSIONAL EXPERIENCE**

**MEDICAL ASSISTANT |***Metrocare Services* **|** Oct. 2018- Current

* Registering and Assisting the providers with patients in an outpatient and inpatient setting along with, processing and scheduled walk-ins and patient appointments
* Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing routine blood draw for routine laboratory tests and administer injections
* Administers medications and create routine med minders as delegated by supervising physician or Nurse practitioner.
* Obtain authorizations for ordered medications and coordinating referrals for specialty care.
* Prepare and maintain examination/treatment rooms and work areas, including cleaning and sterilizing instruments, and inventory of medical supplies and materials
* Scanning and charting medical records in appropriate into chart and all other duties assigned
* Establishes positive working relationships with fellow employees and external customers
* Responsible for completion of notes. Meets physician expectations for clinic flow.

**ADMINISTRATIVE ASSISTANT |** Freedom *Chevrolet* **|**Oct. 2016- Oct. 2018

* Develop pipeline of sales and business opportunity (partnerships, etc.) leads through networking, cold calling, and referrals
* Capability to communicate and work effectively with guests in a high-volume setting including on via telephone
* Create, maintain and measure the internet and business development processes for sales
* Process incoming and outgoing sales calls, schedule and follow up with appointments
* Complete and prepare credit applications and files to and obtain approval from finance sources on finance deals

**MATHEMATICS TEACHERS ASSISTANT |** *DeSoto Independent School District* **|** Dec. 2013– May. 2018

* Work in cooperation with Education Coordinator and other staff to create, implement, and co-teach engaging and creative lessons in which the students' learning styles and zones of proximal development were nurtured; Develop a need based curriculum for the tutoring programs.
* Reinforce learning concepts to middle school aged children individually or in small groups in order to help those master assignments and state examinations
* Balanced whole-group, small-group, & individual instruction to accommodate different academic levels & learning styles; designed and implemented behavior modification system.
* Identified children's individual and collective learning needs and planned, prepared, and delivered instruction designed to capture students' interest and maximize individual learning.
* Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and state policies

**CUSTOMER SERVICE – WELCOME CALLING |** *Bank of America* **|** 2012 **–** 2013

* Responsible for maintaining a high level of professionalism with clients and working to establish a positive rapport with every caller
* Placed outbound calls to customers to welcome them to the company
* Informed customers of various details and benefits of their new credit cards and account
* Answered and Resolved service questions and general client concerns