**Elizabeth Lopez, MA**

2322 Clearview Circle

Dallas, TX 75224

469-254-3319

[Eliz\_20408@yahoo.com](mailto:Eliz_20408@yahoo.com)

**Objective:**

A confident, organized, reliable, hardworking individual who is seeking for a **Bilingual Medical**

**Assistant** with high expectations, dedications and responsibilities.

Willing to relocate anywhere.

**Education:**

**PCI Health Training Center**  Sep/2018

**4.0 G.P.A**

**Sunset High School** Jun/2015

**Professional Experience:**

**Sears Holdings** 06/15-Aug/2017

Dallas TX,

**Material Handler 1**; Receiving, sorting, put away, order filling and inventory including the

Special projects which required me to be in the office.

**ZENITH**

Lancaster TX,

Medical Assistant: Scheduling/ confirming appointments, verifying insurance, taking vitals and

Measurements, preparing charts, filing, basic bookkeeping, insurance form coding, pegboard/ computers, sterilization, administering medications/injections, echocardiogram, uranalysis, routine blood tests, venipunctures, capillary sticks, obtaining patient history, patient assisting, patient/staff relations

**Clinical Skills:**

Charting Vital Signs Blood Smear

HIPAA Regulations OSHA Regulations Visual Acuity

Phlebotomy Hematocrit Urinalysis

Chief Complaint Microscope Dosage Calculations

Finger Sticks ESR CPR

Aseptic Techniques EKG

**Administrative skills:**

Phone Skills Computer Skills

Scheduling Office Microsoft/Medisoft

ICD9/10/CPT Coding

10 Key by Touch