**Elicea Johnson** 4922 Moss Point Road

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(469)-773-3720

**Objective**

Seeking a position as a Medical Assistant within a Company, where professional experience, education and abilities would be an advantage to the growth of my employer and myself.

**Personal Qualifications**

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| ­­**Medical:** | ­**Clerical:** |
| * ­­Injections * Phlebotomy * EKG’s * Vital Signs * Autoclaving, Instrument Preparation/ Sterilization * Urinalysis * Medical Terminology * Basic Lab Testing | * Professional Customer Service & Telephone Etiquette * Appointment Scheduling * Efficient Multitasking * Typing/Data Entry(40WMP) * Filing * ICD-9 / CPT Coding * Medisoft * MS Word, MS Excel(Spread Sheet) MS Outlook |

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**Education**

Altierus Career College ***Medical Assistant Certification***

Skyline High School ***Received High School Diploma***

**UT Southwestern**

**Dietary Aide-** Dallas, TX **2019**

* Complete trays on tray line
* Load carts with trays
* Deliver trays to rooms
* Great patient service

**Professional Experience**

**K Clinic -** Dallas, TX  **2018**

Medical Assistant 200 hours Externship

* Recorded patients' medical history, vital statistics, or information such as test results in medical records.
* Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
* Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
* Showed patients to examination rooms and prepare them for the physician.
* Prepared and administered medications as directed by a physician.

**Allied Universal – Dallas, Texas 2017**

**Security Officer**

* Secured premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
* Obtained help by sounding alarms.
* Controlled traffic by directing drivers.
* Ensured operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
* Contributed to team effort by accomplishing related results as needed.­

**CSL Plasma -** Dallas, TX  **2016**

Medical/ Reception Tech

* Involved in registering applicant and transfer donors based upon completion of appropriate training and operational needs of the center.
* Answered the telephone and answer callers question or transfer call to appropriate staff member.
* Maintained alertness and awareness to any reaction by a donor may have during or after the pheresis process and notifies appropriate staff.
* Maintained clean efficient work environment and ensures sufficient operating supplies and forms are available as needed. Follows all Health Safety & Environmental (HSE) and Occupational Safety and Health Administration (OSHA) policies and procedures. Promotes safety in all actions.­

**License and Certificates**

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| ***Medical Assistant Certificate-Received October 2018***  *Standard* ***First Aide,***  *Heart Saver* ***CPR*** |