**Caxavier Coleman**

**1351 Woodburn Trl**

**Dallas, Texas 75241**

**(214)497-3811**

[**Colemancaxavier@gmail.com**](mailto:Colemancaxavier@gmail.com)

**OBJECTIVE:** Courteous and dedicated individual seeking a rewarding position as a Medical Assistant. Offers strong knowledge of patient care tasks; reliable, organized, hardworking individual with fast-paced communication skills and responsibility.

**EDUCATION:**

PCI Health Training Center 05/19-Present

Dallas, TX

Penn Foster High School Graduate

Dallas, TX

**PROFESSIONAL EXPERIENCE:**

**Sunny Dental** 02/2018-05/08/2019

Lancaster, TX

**Appointment Planner:** Calls patients two days prior to their appointments to remind them of their day and time. Changes appointments for patients and communicates with other health care professionals about changes to preparations. Sends reminder cards to patients about upcoming dental appointments.

**Walmart:**

Red Oak, TX 03/2016-02/2018

**Bakery Manger:** Supervises and coordinates the activity of staff in bakeries and performs tasks such as budgeting, ordering supplies, recruiting and training employees, while implementing safety measures, and promoting the bakery to potential clients.

**CLINICAL SKILLS:**

Chief Complaint Triage Sterilization

Venipuncture Microscope Patient Education

EKG Strep Test Pediatric Dosage

Injections Dosage Calculations Blood Smears

Certified Phlebotomist Glucometer ESR

CNA Certified Urinalysis First Aid

**ADMINISTRATIVE SKILS:**

Phone Skills Computer Skills Collections

Mediosoft Medical Terminology HIPPA

Scheduling Medical Ethics EOB

ICD9/10/CPT Coding Insurance Verification EHR

Coping and Stress Record Management Billing