**Niccole L. Lee**

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Cell **214-881-7543**

**OBJECTIVE**

I am interested in a position as a Medical Assistant. With my interpersonal communication & presentation skills I can exhibit great customer service with the intentions of furthering my career in healthcare. My ideal workplace looks like an environment that allows me grow personally and professionally. I am a goal-driven individual that works well under supervision but is capable of working individually as well.

**Skill Highlights**

•Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKG's, and urinalysis).

•Efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, and billing).

**PROFESSIONAL CREDENTIALS**

* CPR Certified
* Registered Medical Assistant
* Student Respiratory Therapist

**EDUCATION**

**Home Schooled**  Dallas, TX 2012

1409 S Lamar St, Dallas, TX 75215 High School Diploma

**Concorde Career College**  Dallas, TX 2016

12606 Greenville Ave #130, Dallas, TX 75243 Medical Assistant Diploma

**Concorde Career College**  Dallas, TX 2019 (Currently)

12606 Greenville Ave #130, Dallas, TX 75243 Associate of Science – Respiratory Care

**EXPERIENCE**



**CSL Plasma, Dallas, Texas November 2018 – March 2019**

*Donor Support Technician (DST)*

*It is my job to manage, operate, and evaluate all equipment used for all plasma donation processes. I maintain alertness and awareness to any reaction donor may have during or after the pheresis process and notifies appropriate staff. I ensure accurate recordings of donor data in the electronic donor information management system as outlined in the Standard Operating Procedures (SOPs).  Maintains 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.*

**Oakcliff Injury & Rehab**, Dallas, TX December 2016 - April 2017

*Student Medical Assistant - EXTERN*

*I carried out both clinical and administrative duties in this chiropractic office for smooth flow of operations towards the achievement of organizational goals. The job description of a medical assistant in a chiropractic office involves rendering outstanding patient care services by helping out with therapies. Il also assisted in examining patients, as well as sensitizing the public on chiropractic procedure. My role in the clinic also involves persuading patients to comply with acceptable standards in the clinic during their care plan visits. Other duties I may perform include helping to promote the clinic’s services to the public to increase its clientele. I worked directly under Dr. Richard Cobb. I was also responsible for scheduling clients’ appointments.*

**SWAY ENTERPRISES**, Dallas, TX August 2012 - Current

*Dance Instructor*

My duties are closely related to teaching various dancing techniques. Being an independent contractor I may work at production companies and also at schools, universities, and colleges. I give lessons to both children and adults by demonstrating dances before the class, in order to effectively teach students new moves.

* Monitoring student´s performance.
* Planning activities.
* Instructing students at home.
* Making suggestions to students.
* Adapting teaching methods to meet student´s needs*.*

**Battleground Texas,** *Dallas*, TX, July 2014- November 2014

*Field Organizer*

In charge of finding new volunteers or canvass workers and coordinating the times and locations of any work activities I also created and implemented programs or tasks that support the organizational goal and train all workers to make contact with the community. Working for Wendy Davis for her political campaign to become the Governor of Texas I was required to organize volunteer workers in fund-raising activities or community contact, for example voter registration drives.