

# Maria Acevedo

Brooklyn, NY - Email me on Indeed: [indeed.com/r/Maria-Acevedo/c813d5ced3ff361c](https://www.indeed.com/r/Maria-Acevedo/c813d5ced3ff361c)

To secure a professional Medical Assistant/Secretary position in a reputable medical facility where I can continue to develop and enhance my hands-on skills and knowledge in the medical field.

## WORK EXPERIENCE

### Externship

Institute for Family Health - New York, NY -

November 2012 to December 2012

- Monitored vital signs, performed weight and height, EKG, Phlebotomy and Finger Sticks, vision and hearing screening
- Performed Point of Care Testing daily, assisted in inventory control for medical supplies
- Collected specimen; urine, blood, stool samples for specific testing
- Translated for Non-English speaking patients
- Maintained exam rooms neat and clean, ensured all equipment was sterilized as required
- Provided customer service, communicated techniques on age specific needs, along with proper phone etiquette
- Performed administrative duties; copies, faxes, scanning, created forms for office use

### Display Specialist/Floor Person

KMART STORES - Passaic, NJ -

June 2010 to December 2010

- Created displays for seasonal merchandise
- Sized, colorized apparel items, dressed, posed and styled mannequins with new apparel
- Customer service-meet/greet, took inventory, maintained floor clean and orderly to regulations

### School Secretary

Beginning w/ Children Charter School - Brooklyn, NY -

February 2007 to April 2008

- Maintained Principal's calendar, scheduled meetings and typed minutes
- Composed, copied and distributed correspondence, handled daily incoming mail
- Maintained filing system, and worked with heavy phone intake
- Placed orders for school and staff. Kept inventory, ensured that items were secured
- Assisted with interview process for all new hire
- Knowledge of ATS System: report cards, attendance reports, attendance scanning, etc.
- Handled confidential projects (corporal punishment cases, grievances, investigations)
- Responsible for upkeep of Xerox Copier, Fax Machine, and phone system
- Assisted all staff members with daily duties (faxing, copies, forms needed, etc.)

### School Secretary - Middle School 44

New York City Department of Education - New York, NY -

February 2001 to January 2007

- Diversified clerical duties (phones, typing, filing, placing orders)
- Handled Purchasing and Inventory
- Handled daily incoming mail
- Scheduled appointments, maintained calendar, processed and prepared payroll

### **School Safety Agent**

New York City Police Department - New York, NY -

February 1995 to June 2001

Clerical office assistant and provided security for NYC Public Schools

### **EDUCATION**

#### **Certification in Medical Assisting**

Sanford Brown Institute New York - New York, NY

2011 to 2012

### **SKILLS**

Bilingual English/Spanish (Fluent) Computer proficient in MS Word, Outlook, PowerPoint, Medisoft, and Internet Explorer. CPR Certified by American Heart Association Until 04/2014

### **ADDITIONAL INFORMATION**

I attended Long Island University Brooklyn Campus from Sept. 2003 through June 2004 obtaining 30 college credits.

I am a Licensed NYC School Secretary License #4106/ Expiration: Permanent.