

Jaqueline Ortega

Houston, TX - Email me on Indeed: [indeed.com/r/Jaqueline-Ortega/666435ff706b416b](https://www.indeed.com/r/Jaqueline-Ortega/666435ff706b416b)

Authorized to work in the US for any employer

WORK EXPERIENCE

Internship

Any Lab Test Now - Pearland, TX -

May 2017 to July 2017

- Performed Blood work
- Performed intramuscular injections such as B12 shots
- Performed Tb Skin Tests
- Assisted with drug testing
- Assisted packing specimens such as blood work & urine samples
- Stocked drawers and cabinets with needles, hubs, band aids, syringes, gloves, blood collection tube, lab bags, pipettes, and drug testing cups
- Took room, fridge and storage temperature
- Greet patients and assisted with pricing and information regarding the lab services
- Faxing Drug and alcohol tests
- Recorded blood work, DNA, alcohol, and drug tests on binder
- Labeled specimens with correct lab bar code sticker
- Billing and coding via the computers internet, created referrals, appointment scheduling, took incoming calls and messages while running front desk
- Assisted with minor office procedures
- Made copies of ID's and insurance cards
- Placed blood collection tubes' on centrifuge

Bank Teller

Dolex Dollar Express - Houston, TX -

August 2016 to December 2016

- Conducted daily monetary transactions in excess of \$10,000.
- Organized and prepared daily transactions profile for branch management.
- Courteously assisted over 60 Spanish and English speaking customers per day in a high-pressure and fast-environment.
- Assisted customers with remittances
- Assisted customers with money orders and bill payments

OT HER T RA INING A ND EXPOSURES

Operation and maintenance of bio-medical equipment
Medical terminology and medication administration skills
Maintained sterile fields and application of dressings

Catheter training (foley and straight cath.)

Wound documentation and dressing care
Specimen collection (urine, feces, sputum)
Pre-operative and post-operative patient care and monitoring
Charting and documentation of patient care
Acute and long-term care experience
PC and Microsoft Office literate

EDUCATION

AAS in Medical Assistant

San Jacinto College North - Houston, TX

August 2015 to 2017

SKILLS

CPR and First Aid (1 year), documenting (Less than 1 year), excellent computer skills (Less than 1 year), blood drawing (Less than 1 year)

CERTIFICATIONS/LICENSES

Registered Medical Assistant (AMT)

October 2017 to November 2020

HIPAA

August 2016 to Present

Bloodborne Pathogens Training

August 2015 to Present

ADDITIONAL INFORMATION

SKILLS PROFILE

- Proficient in writing and speaking Spanish. Strong computer skills and exposure to Microsoft Word, PowerPoint. Excellent people skills and thrives on helping to solve problems
- Superb communication skills, verbal and written
- Strong attention to detail and proficient at running and handling office equipment
- Good filing, charting, documenting and organizational skills, along with other office requirements
- CPR and First Aid certified, experienced in the ability to assist residents and clients with activities of daily living
- Experienced in blood drawing, performing lab tests, EKG's, taking vitals, and giving injections
- Efficient in billing and coding, and excellent computer skills
- HIPPA certified