

Shanice Robinson

Medical Assistant NRCPT

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Shanice-Robinson/9d3bd58afd40ec93](https://www.indeed.com/r/Shanice-Robinson/9d3bd58afd40ec93)

To obtain a position in the medical industry that will permit me to utilize my experience and tools I have increased my skills, education, and personal development through working in customer service, and working in the medical field. I want a position that allows room for personal and professional growth.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

CNA/Caregiver

Public Partnerships - Philadelphia, PA - September 2014 to February 2016

- Prepare/Serve Daily Meals
- Light Housekeeping
- Administer Treatments
- Escort to Appointments/Run Errands
- Assisted with bathing/Dressing/Grooming
- Lift From Chair to Bed

Phlebotomist

VNA Hospice Of Philadelphia - Philadelphia, PA - October 2014 to January 2016

- Work with patients
- Performed variety blood drawing to include Venipunctures
- Prepared, processed and stored Specimens
- Collected urine samples
- Record intake Vitals
- Stock Medical Supplies

Kitchen Assistant

Sprinkled Sweetness Custom Cake Creations - Philadelphia, PA - December 2007 to May 2014

- Baking
- Food Prep
- Order Taking/ Computer Entry
- Stocking/Organizing/Cleaning
- Working with Customers
- Packaging food for mass events

Department Specialist/ Customer Service

Sprinkled Sweetness Custom Cake Creations - Philadelphia, PA - October 2010 to August 2011

- Cashiering
- Organized floor layout
- Stock and shipments
- Customer Representative/ Floor Associate
- Answer customer calls/ take care of customer needs
- Entering Data For Inventory

Volunteer &

EDUCATION

Prism Career Institute - Upper Darby, PA
2014

Penn Foster High School - Scranton, PA
2014

SKILLS

Customer Service (4 years), Phlebotomy (2 years), Medical Assisting (2 years), Medical Terminology (3 years)

CERTIFICATIONS

NRCPT

National registered phlebotomy Technician

CPR/AED

American Heart Association

Medical Assisting Diploma

ADDITIONAL INFORMATION

- Proficient in Scheduling
- Referral Coordinating/Processing Medical Insurance
- Strong in Medical Terminology, Anatomy, and safety procedures
- Proficient in Med ISOFT, Microsoft word 75 (WPM), Excel, PowerPoint,