

Matthew Kellner

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Objective

Venture into the financial industry to learn, grow, and prosper.

Education

UNIVERSITY OF TEXAS AT ARLINGTON |

AUGUST 2016- 2019

Pre-Med, Exercise Science BS, Minor in Biochemistry

GPA 3.92, Summa Cum Laude

TARRANT COUNTY COLLEGE |

AUGUST 2014- AUGUST 2016

BIRDVILLE HIGH SCHOOL |

AUGUST 2010- MAY 2014

High School Diploma

Skills & Abilities

Quickly adaptive, able to work independently and as a member of a team. Exceptional listener and communicator, CPR and first Aid certified, highly analytical thinker with a talent for identifying, scrutinizing, and improving complex work tasks. Computer literate with extensive software proficiency. Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple tasks. Innovative problem solver with an excellent work ethic. Great interest in the financial industry with 5 years of experience in investing. Optimistic outlook with confidence in my ability to achieve excellence.

Experience

MEDICAL ASSISTANT/SCRIBE | MAXHEALTH FAMILY MEDICINE | OCTOBER 2020 TO CURRENT

Worked with medical providers and assisted with patient care, electronic medical record documentation, was responsible for improving daily tasks to improve patient care and efficiency, helped fill staffing voids by quickly learning new responsibilities involving communications with a variety of facilities.

LEAD MEDICAL ASSISTANT | EMC EXPRESS CARE | MAY 2016 TO AUGUST 2020

Worked with medical providers and assisted in patient care including, vital signs, medical history, medication administration, multiple testing (flu, strep, etc.), phlebotomy, x-ray set up and proper techniques, ECG, assisting provider with advanced medical procedures etc.

Was responsible for training new medical assistants the skills necessary for the job.

GUEST SERVICE LEAD | NORTH RICHLAND HILLS RECREATIONS CENTRE | AUGUST-2014 TO MAY 2016

Employment included supervisory status.

Assisted members with effective equipment usage and proper form to prevent injury.

TIRE TECHNICIAN | DISCOUNT TIRE | DECEMBER-2011 TO DECEMBER-2012

Work as a team to accomplish customer satisfaction in a timely, professional, and accurate manner.