**Name**

**Address**

**Phone**

**Email**

**Objective:**  Seeking a position that will allow me to utilize my skills and experience to assist your organization in achieving its goals.

**Administrative Skills:**  Bi-lingual in Spanish /English. Highly proficient in charting, scheduling, records maintenance. Efficient in Microsoft Word and Excel, keyboarding and data entry. Perform billing and insurance transactions. Practice excellent customer service skills.

**Medical Skills:** CPR and first-aid certified. Knowledgeable of Cpt-4/ICD-9 coding. Certified in EKG, HIPPA. Perform capillary and venipuncture. Take and interpret vital signs. Perform urinalyses and injections. Experienced with a variety of lab techniques and physical therapy modalities. Provide individualized, sensitive care to all patients.

**Experience:**

**Care Inc** PA

**Personal Care Aide** 01/2012-07/2012

 Helped clients in their daily personal tasks, such as bathing or dressing. Performed light housekeeping, such as laundry, dishwashing, and vacuuming. Organized clients’ schedules and planned appointment. Arranged transportation for medical appointments and other outings. Shopped for groceries and prepared meals. Provided companionship on a daily basis.

**[Company]**                                                                                         PA

**Medical Record Scanning Technician**                                                  04/2008 – 01/2009

Communicated with provider offices throughout medical record recovery project. Coordinated travel arrangements. Converted visual and textual records and documents into electronic images using a scanner. Transferred images to Leprechaun on a daily basis. Performed maintenance on equipment to ensure proper, safe function at all times. Secured and coordinated paperwork for provider reimbursement and other functions.

**Corporation** Philadelphia, PA

**Customer Service Representative**                                                      01/2008 – 04/2008

Filed records in alphabetical and numerical order. Operated keyboard and other data entry devices to enter data into computer system. Received and greeted callers at establishment, determining nature of business and directing callers to destination. Performed a variety of clerical and administrative duties pertinent to establishment.

**Physicians** Philadelphia, PA

**Medical Assistant Extern** 08/2007 – 09/2007

Measured vital signs to include pulse rate, temperature, blood pressure, weight and height.  Scheduled appointments. Gave injections, administered treatments, and performed routine laboratory tests.  Prepared treatment rooms for examination of patients.  Recorded information on charts.  Assisted in examination and treatment of patients.

**Bank**Philadelphia, PA

**Bank Teller** 01/2000 – 05/2006

Delivered quality customer service through efficient processing of customer transaction such as deposits, withdrawals and issuing of money orders and bank checks. Processed and controlled cash within authorities. Recognized and referred sales opportunities to platform sales staff.  Performed, verified and processed customers’ transactions confidentially, efficiently and courteously.

**Education:**

Esperanza Earn Center                                                                                         PA

**Work Certified**2008

Institute                                                                                              PA

**Medical Assistant** 2007

Community Colleg e                                                   NY

**Public Administration** 1996

Academia                                                                                            PR

**High School Diploma** 1993