**Taiwo Sule**

**East Orange, NJ**

[**ts2smooth05@yahoo.com**](mailto:ts2smooth05@yahoo.com)

**908-265-1331**

To obtain employment as a Medical Assistant with a company that provides high quality care, and allows me to demonstrate my comprehensive range of skills and services. My extensive customer service experience, professionalism with strong interpersonal and communication skills can help me achieve corporate goals and assure personal growth.

**Work Experience**

**Wax die Operator**

**Arconic**

**Dover, NJ**

**August 2016 to Present**

Operate flat and cylindrical thread die machine.

Production of parts meeting drawing and specification requirements.

Order and maintain inventory level of require tooling gages and supplies

**Medical Receptionist**

**Office Team Health Care**

**Kenilworth, NJ**

**October 2007 to May 2008**

**Data Entry, Heavy Phones, Filing,**

**Appointment Scheduling**

**Account payable and account follow-ups**

**Education**

Diploma in Medical Assistant

Program Everest Institute

South Plainfield, NJ

January 2016

**Certifications/Licenses**

## CPR certified

July 2017

## Certified medical assistant

**Additional Information**

**Skills**

* Adult Development Life Assessment
* Ethics & Moral Reasoning
* Interpersonal Communication
* Accounting Concept for Healthcare Professionals
* Healthcare Planning and Evaluation
* Healthcare Ethics and Medical Law
* Human Resources Management
* Medical Office Accounting
* Medical Billing and Coding