Alma N. Molina

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**OBJECTIVE**

To serve the community using health care experience gained as a certified medical assistant and as a nursing student while enhancing clinical competency and strengthening critical thinking and communication skills.

**EDUCATION**

**University of Houston**, College of Nursing, Sugarland, TX Expected: December 2020

Bachelors of Science in Nursing, GPA: 3.45

**University of Texas**, College of Liberal Arts, Austin, TX December 2013

Bachelors of Science in Psychology with Honors, GPA: 3.73

**CLINICAL EXPERIENCE**

Medical-Surgical Houston Methodist Sugarland Hospital: Sugarland, TX Spring 2020

Psychiatrics Memorial Hermann PARC: Houston, TX Spring 2020

Psychiatrics Devereux Advanced Behavioral Health: League City, TX Spring 2020

Pediatrics Texana Behavioral Health Clinic: Sugarland, TX Spring 2020

Pediatrics St. Peter’s Early Childhood Development Center: Katy, TX Spring 2020

**WORK EXPERIENCE**

Houston Methodist Specialty Physician Group - OB/GYN, Nassau Bay, TX Jun 2018 – Dec 2019

* Obtained vitals, gathered patient medical history, reconciled medications
* Sent prescriptions, provided results and patient education
* Maintained rooms, gave injections and vaccines and assisted in office procedures.

Legacy Community Health, Baytown, TX Jan 2017 – June 2018

* Interviewed patients and consolidated information
* Sent prescriptions, provided results and patient education, answered telephones
* Maintained rooms, gave injections and vaccines and assisted in office procedures
* Provided Spanish translation

Pasadena Women’s Center, Pasadena, TX Sept 2014 – Jan 2017

* Obtained vitals, gathered patient medical history, reconciled medications
* Scheduled appointments for office visits and procedures in the office
* Sent prescriptions, provided results and patient education
* Scribed visit notes and coded for two providers

Aurora Gonzalez & Associates, Houston, TX Summer 2012, 2013; Dec 2013 – Sept 2014

* Obtained vitals, gathered patient medical history, reconciled medications assisted in office procedures
* Scheduled appointments and answered telephones
* Verified insurance information, handled insurance claims and informed patients of benefits

**CERTIFICATIONS, ADDITIONAL SKILLS and AWARDS**

* Registered and Certified Medical Assistant, National Association for health professionals, #164404
* Basic Life Support, American Heart Association, expires: 11/2021
* University of Houston EpiCorp Contact Tracing Training
* Write and speak English and Spanish fluently
* Experience with EPIC, eClinical and Centricity EMRs