

Katelynn Jones

East Chicago, IN 46312

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Work Experience

Pharmacy Technician

Walgreens-Lansing, IL

October 2023 to December 2024

Medical Assistant/Receptionist

Midwest Express Clinic-Indiana

September 2021 to February 2023

- coordinating the daily administration of doctors, staff, visitors, and patients at a healthcare facility
- schedule appointments, answer patient inquiries
- handle patient emergencies,
- monitor and stock supplies at the healthcare facility
- Triage
- Perform injections, specimen collection and running data

Phlebotomist

HRSupport-Champaign, IL

March 2020 to May 2021

Covid swabs

Collect specimen

Draws labs

Retain data from patient

EMR/PM

Teacher Assistant

Yankee elementary school-Champaign, IL

January 2020 to March 2020

- Assist Teacher during projects, lectures, and down time
- Provided help to students for homework, Projects and school work

Education

Certificate in Phlebotomy

HUGS - Calumet City, IL

July 2021 to September 2021

Skills

- Hospital Experience
- Phlebotomy (3 years)
- Typing
- Medical Collection
- Computer Skills
- Medical Billing
- Anatomy Knowledge
- Data entry
- Computer skills
- Documentation review
- Triage
- Laboratory experience
- Insurance Verification
- Microsoft Office (4 years)
- Experience Administering Injections
- Excellent customer service
- EMT Experience
- Patient Care
- Teacher's aid (2 years)
- Venipuncture
- Front desk
- EMR systems
- HIPAA
- Time management
- Communication skills
- Medical records
- Specimen collection / processing
- Hospital experience
- Medical office experience
- Clerical Experience
- Medical Records
- Call center (1 year)
- Medical Scheduling
- EMR Systems
- Medication administration
- Medical Office Experience
- Medical terminology
- Phlebotomy

- Laboratory Experience
- Microsoft Powerpoint (4 years)
- Quality assurance
- Microsoft Word (4 years)
- Clerical experience
- Anatomy knowledge
- Customer service
- Medical Terminology (2 years)
- 3 years Spanish
- Medical Receptionist
- Worked Front desk area, lobby area, and front desk clerk
- Quality Assurance

Certifications and Licenses

Microsoft Office Specialist

Present

Registered Pharmacy Technician

Pharmacy Intern License

Teaching Certification

EMR

Certified Medical Assistant

Pharmacy Technician License

October 2023 to March 2026

NHA Certified Phlebotomy Technician

September 2021 to September 2023

CPR/AED

April 2021 to April 2023