Kimberleigh ‍‍Adkins

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**OBJECTIVE:**

Seeking a position as a Medical Assistant, Phlembotomist and/or Medical Office Receptionist that provides opportunities for professional growth and ongoing development of my clinical skills. A place where I can utilize my outstanding medical training and experience to be an immediate asset to the facility.

**EDUACTION**:

Medical Assistant Program, Star Career Academy, Philadelphia, PA April 2015- 2016

High School Diploma, Bodine High School of International Affairs, Philadelphia, PA June 2013

**RELATED COURSE WORK:**

* Anatomy and Physiology, Medical Terminology, Electronic Health Records (EHR)
* Phlebotomy, Vital Signs, Pharmacology, Urinalysis, EKG’s, Wound Care
* Office Administration, Venipuncture, Outstanding Customer Service, Knowledge of ICD/CPT codes
* Medical Billing and Coding, Appointment Scheduling, Patient Flow Management, Patient Care and Transport

**CERTIFICATIONS:**

Medical Assistant 2016

Phlebotomy certified 2016

CPR/First Aid, Basic Life support, OSHA, HIPPA Certified 2015

Adult Residential License 2015

**WORK HISTORY:**

**Medical Extern: Concentra Urgent Care, Philadelphia, PA**  3/2016-6/201

**Medical Assistant: Blessing 4Ever, Philadelphia, PA - 2015- 2016**

Medical Assistants help patients by providing information, services, and assistance. Other duties include securing medical records; maintaining medical supplies inventory; performing preventive maintenance to keep equipment operating;

**Sale Associate- Inmotion Entertainment, Philadelphia, PA - 2014-2015**

* Serves customers by helping customers select products

**Assistant Manager -Pilot and Captain, Philadelphia, PA - 2014- 2014**

* Accomplishes department objectives by managing staff; planning and evaluating department activities

**Sale Associate- Airport Wireless, Philadelphia International Airport, Philadelphia, PA**

**2014- 2014**

* Produces supermarket sales by providing point-of-purchase and shelf management services

**Administrative Assistant-Peter Lopez Magazine Company, Philadelphia, PA -2012- 2013**

* Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

**ADDITIONAL SKILLS & KNOWLEDGE:**

* Microsoft Office Suite, Administrative and front Office Experience
* Skilled communicator, with emphasis on problem solving and troubleshooting
* Critical Thinker, Team building, Proven Written and Oral Communication Skills, Filing and Updating Records
* Strong ability to use standard business software and applications
* Able to work flexible hours, Data base archiving, Excellent organizational skills
* Able to type 30 (wpm) some bookkeeping, quality assurance
* Ability to work independently or as part of a team, handles stress well

**VOLUNTEER:**

Philadelphia County Boulevard District - Administrative Assistant, 2013

St. Christopher’s Hospital for Children, Philadelphia, PA, Administrative Assistant 2011

AIDS walk

Breast cancer awareness walk