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| **OBJECTIVE** |  | |
|  | To obtain a Medical Assistant position with an opportunity to utilize my educational skills, and where hard work and dedication will lead to advancement. | |
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| **EDUCATION** |  | |
| 09/18 - 04/19 | **Hunter Business School**, Levittown, NY | |
| *Medical Assistant Diploma* | |
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| Skills |  | |
|  | * Venipuncture and Capillary Punctures * Hematology * Blood Chemistry * Microbiology * Urinalysis * EKG * First Aid Procedures * CPR Certified and OSHA Trained | * Medical Terminology * Anatomy and Physiology * Harris CareTracker PM and EMR * Coding, ICD-10 and CPT * Clinical and Administrative Medical Office Procedures * Medical Law and Ethics * Microsoft Word and Keyboarding |
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| **EXPERIENCE** |  | |
| 06/19-07/19 | **Martocci Gregory A DO,** Garden City, NY  *Medical Assistant (Extern)* | |
|  | * Showed patients to examination room and prepared them for the physician * Interviewed patients to obtain medical information and measure their vital signs, weight, and height * Performed EKGs, venipuncture and urinalysis * Used Centrifuge for test tubes to prepare for lab testing * Performed automated appointment scheduling and registration for patients as well as updating demographic information. * Medical scribing with physician * Authorizing drug refills and provide prescription information to pharmacies. | |
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|  | **Natural Market,** Garden City, NY | |
|  | *Smoothie Maker* | |
|  | * Store food in designated containers and storage areas to prevent spoilage * Weigh or measure ingredients * Operate cash register, handle money, and give correct change | |
|  |  | |
| 03/16-Present | **Cricket Wireless,** Uniondale, NY | |
| *Sales Associate* | |
| * Handle customer inquiries and service issues * Open and close cash registers, perform tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits * Greet customers and ascertain what each customer wants or needs. * Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices | |
|  |  | |
| 02/14-02/15 | **Alexias Daycare,** Roosevelt, NY | |
| *Care Giver for Children* | |
| * Observed and monitored children's play activities maintained a safe play environment * Organize and participate in recreational activities and outings * Support children's emotional and social development | |