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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
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| 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
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| 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
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