**Veronica Rodriguez**

109 Merrill Street, Brentwood, NY 1117

(631) 215-0750

Ve.rodriguez@hunterbusinessschool.edu

*Profile*

Bilingual Medical Assistant**,** committed to high levels of patient care. Outstanding communication skills with patients, family members, and other healthcare providers. Highly adaptable individual noted as a model team player who is willing to assist in all areas of a medical office. Respectful employee who is willing to take any task that is given giving 110% every single time.

*Education*

**Medical Assistant Diploma,** Hunter Business School, Medford, NY November 2018

*Certifications*

**Registered Medical Assistant,** National Center for Competency Testing Pending

**CPR/AED for the Healthcare Provider,** American Heart Association July 9th, 2018

*Skills*

* Vital Statistics
* Venipuncture
* Hematology
* Anatomy & Physiology
* Basic First Aid
* Microbiology
* Medical Terminology
* EKG/Cardiac Testing
* Urinalysis
* Medical Manager
* Staple & Suture Removal
* Patient Intake
* Glucose Testing
* Microsoft Word
* Electronic Medical Records

*Employment History*

Dr. Pillitteri OBGYN, Deer Park , NY October 2018 - November 2018

**Medical Assistant Extern** (160 hours)

* Take patients vital signs (weight and blood pressure)
* Assist in taking patients to exam rooms , prepare them to see physician
* Prepare physician to see patients (collecting urine samples, having patient undressed with drape and gown if needed)
* Perform venipuncture (full prenatal panel, thyroid panel, hemoglobin A1C, STD screening)
* Setting up exam rooms for minor in office procedures (IUI, Endometrial Colposcopy , Biopsy ect.)
* Sterilizing surgical instruments (sterilization solution, utilization of autoclave)
* Cleaning exam rooms after each patient
* Taking out garbage at end of shift
* Sending out specimens to adequate laboratories (completing requisition forms)

Applebee’s Grill & Bar, East Islip, NY February 2018 - present

**Hostess**

* Greet customers with a friendly attitude and open door
* Assisted customers in comfortable seating (preferences , requests, disabilities )
* Cleaning of floors, bathrooms, host stand, tables
* Help run food when necessary

JCPenney, Bay Shore, NY October 2017 - February 2018

**Seasonal Retail Worker**

* Sale ringing (register)
* Assisted customers with pickup online orders/ returning online orders
* Floor recovery ( helped with cleaning the store)
* Opened/ closed registers when necessary