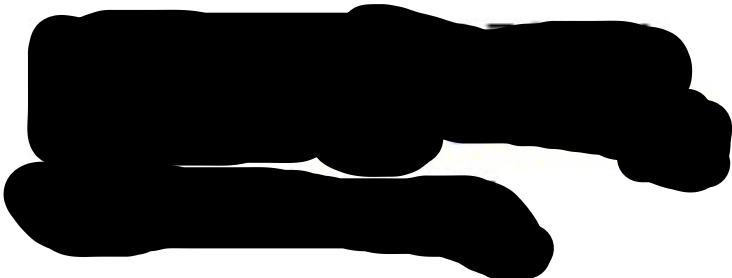


CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA)

Organized detail oriented medical assistant with a background in patient care and office management. Highly dedicated and disciplined individual recognized as a team player. I am seeking to contribute my knowledge and skills to grow with a dynamic progressive organization.

Authorized to work in the US for any employer

Work Experience

Medical Assistant

Medix Staffing Solution - Austin, TX

July 2021 to Present

- Collected patient information and performed vital signs tests.
- Prepared lab samples for testing.
- Organized and sterilized medical equipment.
- Handled appointment scheduling.
- Coded patient charts and maintained accurate patient records.
- Maintained the patient waiting area.

Medical Assistant - (Austin, TX)

Evins Personnel Consultants - Austin, TX

February 2020 to Present

- Collected patient information and performed vital signs tests.
- Prepared lab samples for testing.
- Organized and sterilized medical equipment.
- Handled appointment scheduling.
- Coded patient charts and maintained accurate patient records.
- Maintained the patient waiting area.

Security Officer - Security Analyst - (Austin TX) 2 years

Securitas Security Services USA, - Austin, TX

February 2018 to Present

- Security analysts are ultimately responsible for ensuring that the company's digital assets are protected from unauthorized access. This includes securing both online and on-premise infrastructures, weeding through metrics and data to filter out suspicious activity, and finding and mitigating risks before breaches occur. If a breach does occur, security analysts are often on the front line, leading efforts to counter the attack.

Clinical Medical Assistant Externship

First Chiropractic - Austin, TX

September 2018 to January 2019

EXTERNSHIP: Chiropractic Medical Assistant duties. ... Perform front desk duties including Check-in, Check-out and scheduling for all services as needed. Performing some treatment/therapy to patients during appointment.

Professional Custom Critical Driver - (Uniontown OH) 3 years

FedEx Custom Critical White Glove Service - Uniontown, OH

June 2013 to July 2018

- Expedited ground services to temperature control and increased security, we specialize in same-day and overnight delivery of expedited freight. Our Freight Solutions team connects your unique needs to the right carrier and transportation options.

Criminal Justice System (Austin, TX) 14 years

Texas Youth Commission - Mart, TX

March 2004 to August 2017

- Enforce Rules, Supervise, Daily Report, Inspect,
- Maintained detailed and accurate inmate records.
- Maintained Books, Process, Written Policies, and Procedures.

Certified Nursing Assistant & Non Certified

Direct Care, Home Health, Hospice Agency - Austin, TX

January 1996 to October 2015

TX) 20 years

- Direct Care, Home Health, Hospice, Travel Aide, And Mental Health Aide.
- Assisted ADLs, Feeding, Hygiene, and Grooming, Vital Signs Restorative Care.
- Maintained Medical Record Documentation Patient Charting.
- Managed supply inventory and reordering as needed.

Education

Certificate

John Hopkins University

December 2020

Associate's degree in Medical Assisting

Cybertex Institute of Technology

January 2019

Associates Degree in Criminal Justice

University of Phoenix

October 2007

Diploma

Lufkin High School

June 1989

Bachelor's in Science Human Service

Walden University

Skills

- 1-year clinical medical assistant internship
- Experience working as a receptionist and office assistant in a Chiropractic clinic
- Detailed knowledge of medical terminology and administrative best practices (including HIPAA and patient privacy standards)
- Medical Assistant certification
- Detailed record-keeping skills for patient charts and follow-up care
- Extensive knowledge of digital medical records
- Certified in First Aid
- CPR
- AED
- BLS
- EMR Systems
- Hospice Care
- Medical Office Experience
- Experience Administering Injections
- Laboratory Experience
- Patient Care
- Vital Signs
- Phlebotomy
- Venipuncture
- Triage
- Caregiving
- Anatomy Knowledge
- Hospital Experience
- Clerical Experience
- Medical Scheduling
- Insurance Verification
- Acute care
- Customer service
- Security analysis
- Specimen collection / processing

Awards

Awarded Salutatorian in Medical School

January 2019

Certifications and Licenses

National Safety Council, First Aid, CPR & AED Certificate

April 2019

American Heart Association BLS, Certification

April 2019

John Hopkins University, Certificate Contact Tracing COVID - 19

December 2020

Cybertex Institute of Technology, Associate's degree in Medical Assisting

January 2019

Assessments

Work style: Reliability — Expert

September 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

Nursing assistant skills — Familiar

December 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures

Full results: [Familiar](#)

Numerical reasoning skills — Familiar

May 2019

Quickly and accurately perform basic mathematical operations, recognize numerical sequences, and interpret graphs.

Full results: [Familiar](#)

Medical receptionist skills — Familiar

December 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.