Nadia Baskin Val

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# Objective

Professional graduate medical assistant with a sincere desire to combine my acquired skills while gaining mastery as I work alongside professionals with a core desire to provide excellent patient care eager to join with a well-established fast-paced medical practice that has a primary focus on patient well-being.

# Education

* Office Administration: 2006, IHECE
* Medical Assistant: Arlington Career Institute-NAHP Nationally Registered Certified Medical Assistant

# Skills and Abilities

* Professional communication
* Time management
* Medication administration
* Dosage calculations
* SOAP documentation
* EKG, UA, ESR, HCG, glucose test
* Infection control and sterilization
* Sterile tray set-up
* History taking
* Rooming patients

# Experience

## Externship (160 Hours), Medical Assistant

## Neurosurgical-Fort Worth | April 2019-May 2019

* Roomed patients, vital signs, documented history
* Assisted with exams, patient education
* Injections, EKGs, phlebotomy

## Pack Associate | Blue Apron | Current

* Making sure each box has the proper label
* Verify the menu before sending each box for shipping
* Scan appropriate menu for each order

## Office Administrator | Diakonie Katastrophenhilfe | March 2009-August 2012

* Facilitated signing contracts between project associates and Human Resources
* Coordinated office and project activities at meetings, training, and conferences
* Prepared and justified the office and project expenses based on budget
* Requested and managed project fund
* Navigated a smooth work environment